



AGENDA COMMON COUNCIL

Tuesday, October 15, 2013

**To immediately follow the 6:30 p.m. Committee of the Whole meeting
Common Council Chambers, 224 East Jefferson Street**

Mayor Robert Miller
Robert Prailes, Alderman, 1st District
Edward Johnson, Alderman, 1st District
Peter Hintz, Alderman, 2nd District
Ruth Dawidziak, Alderman, 2nd District
Tom Vos, Council President and Alderman, 3rd District
Jon Schultz, Alderman, 3rd District
Tom Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Citizen Comments
4. Chamber of Commerce Representative
5. Approval of the Common Council minutes for October 1, 2013 (*J. Schultz*)
6. Letters and Communications: None
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-2 (*T. Preusker*)
9. Payment of Vouchers (*T. Bauman*)
10. Licenses and Permits (*R. Prailes*)
11. Appointments and Nominations: A-H (*E. Johnson*)
12. Public Hearings: None

13. **RESOLUTIONS:**

- A. Resolution 4633(23) to consider amending the City of Burlington Revolving Loan Fund Policy and Procedures Manual. This item was discussed at the October 1, 2013 Committee of the Whole meeting. (*P. Hintz*)
- B. Resolution 4635(25) to consider approving an amendment to the 2013 Annual Budget. This item was discussed at the October 1, 2013 Committee of the Whole meeting. (*R. Dawidziak*)

14. **ORDINANCES:**

- A. Ordinance 1973(7) to consider approving an amendment to Chapter 259 of the Municipal Code entitled, "Sewers". This item was discussed at the October 1, 2013 Committee of the Whole meeting. (*T. Vos*)

15. **MOTIONS:**

None

16. **ADJOURNMENT** (*J. Schultz*)

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 5	Date: October 15, 2013
Submitted By: Diahnn Halbach, City Clerk	Subject: Meeting Minutes

Details:

Attached please find the Minutes from the October 1, 2013 Common Council meeting. Staff recommends approval of these Minutes.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these Minutes at the October 15, 2013 Common Council meeting.



CITY OF BURLINGTON
Official Minutes of the Common Council
Robert Miller, Mayor
Diahnn C. Halbach, City Clerk
October 1, 2013

1. Call To Order – Roll Call

Mayor Bob Miller called the meeting to order at 6:55 p.m. starting with roll call. Aldermen present: Ed Johnson, Ruth Dawidziak, Tom Vos, Tom Preusker, Jon Schultz, and Todd Bauman. Excused: Bob Prailes

Also present: City Administrator Kevin Lahner, City Attorney John Bjelajac, Police Chief Peter Nimmer, Public Works Director Craig Workman, Treasurer Steve DeQuaker, Director of Administrative Services Megan Watkins, Library Director Gayle Faulk and Tom Foht of Kapur Engineering.

2. Citizen Comments

There were none.

3. Chamber of Commerce

There were none.

4. Approval of the City Council Minutes for September 17, 2013

A motion was made by Vos with a second by Johnson to approve the Council Minutes from September 17, 2013. With all in favor, the motion carried.

5. Letters and Communications

There were none

6. Reports by Aldermanic Representatives and Department Heads

- Hintz mentioned he had spoken with the contractor involved with the Fire Department Project and stated that the contractor was very pleased with the cooperation he received from the fire department personnel.
- Schultz reported that he was very pleased with the appraisal he received from Accurate Appraisal.
- Vos reported that the industrial area near Kane and Market streets was in need of some attention and looking shoddy. Craig Workman said he would send a crew out to look at the property.
- Fire Chief Howard reported that the department had received their new command vehicle and is now in the process of having the new equipment installed.

7. Reports 1-3

A motion to approve Reports 1-3 was made by Schultz with a second by Bauman. With all in favor the motion carried.

8. Payment of Vouchers

A motion was made by Preusker with a second by Hintz to approve vouchers, pre-paids and reimbursements in the amount of \$296,095.04.

Roll Call Aye: Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 7-0.

9. Licenses and Permits

A motion was made by Bauman with a second by Johnson to approve the submitted requests for licenses and permits as presented. With all in favor, the motion carried.

10. Appointments and Nominations

There were none.

11. Public Hearings

There were none.

12. Resolutions

Resolution 4632(22): to approve the purchase of Burlington Development Group's airport terminal building and hangar and the sale of the City's airport terminal building to the Burlington Development Group.

A request for a second reading and a motion to approve was made by Vos with a second by Hintz.

Roll Call Aye: Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 7-0.

13. Ordinances

Ordinance 1971(15): to approve an amendment to Chapter 204-4 of the Municipal Code regarding loitering in public places.

A request for a second reading and a motion to approve was made by Johnson with a second by Preusker.

Roll Call Aye: Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 7-0.

14. Motions

There were none.

15. Adjourn

A motion was made by Hintz with a second by Schultz to adjourn the meeting. With all in favor, the meeting adjourned at 7:05 p.m.

Meeting Minutes Respectfully Submitted by:



Diahn C. Halbach

City Clerk

City of Burlington

Racine and Walworth Counties



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 8	Date: October 15, 2013
Submitted By: City Staff	Subject: Reports 1-2

Details:

Attached please find the following reports:

Report 1 – Plan Commission minutes, September 10, 2013

Report 2 – Committee of the Whole minutes, October 1, 2013

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council accept these Reports at the October 15, 2013 Common Council meeting.



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
September 10, 2013, 6:30 p.m.

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. Roll call: Alderman Ruth Dawidziak; Commissioners Darrel Eisenhardt and Chris Reesman were present. Alderman Tom Vos Commissioner Michael Deans was excused. Commissioner John Lynch and Town of Burlington Representative Phil Peterson were absent. Also present was City Administrator Kevin Lahner, and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Alderman Dawidziak moved and Commissioner Reesman seconded to approve the minutes of August 13, 2013. All were in favor, and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

None

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Site Plan from Richard Hendrickson of Burlington Fireplace and Solar for property located at 857 Milwaukee Avenue.

- Mayor Miller opened this item for discussion.
- Commissioner Eisenhardt questioned if the solar array was for advertising or functional purposes. Richard Hendrickson, owner, stated it will be for functional purposes to reduce the electrical costs with his business.
- Alderman Dawidziak questioned if the size of the solar array will cause a negative impact with the view for the guests in the outdoor seating area at the restaurant across the street. Mayor Miller stated only a small portion of the array would be visible from the restaurant and the view shouldn't be a problem.

- Commissioner Eisenhardt questioned if there would be a glare problem for drivers on Milwaukee Avenue. Mr. Hendrickson stated the solar array will be at a forty-three degree angle facing south, where the panels would be barely visible. He further stated the panels are a deep black color and didn't think glare would be an issue. Mayor Miller stated if glare became a problem it would need to be addressed immediately. Mr. Hendrickson agreed he would address any future issues if they arose.
- There were no further comments.

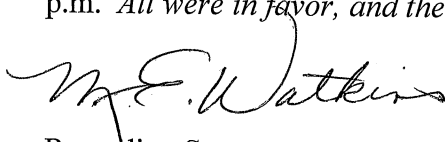
Commissioner Eisenhardt moved and Commissioner Reesman seconded to recommend approval of a Site Plan at 857 Milwaukee Avenue, subject to Patrick Meehan's August 30, 2013 and Kapur & Associates' September 3, 2013 memorandums to the Plan Commission as follows:

- Any proposed architectural plans need to be reviewed by the City Building Inspector for compliance with all applicable Building Codes.
- Consideration may need to be addressed for any reflective glare that may affect drivers heading North Bound on Milwaukee Avenue as the panels are only a few feet off the ground.

All in were in favor, and motion carried.

ADJOURNMENT

Alderman Dawidziak moved and Commissioner Reesman seconded to adjourn the meeting at 6:40 p.m. *All were in favor, and the motion carried.*



Recording Secretary
Megan E. Watkins
Director of Administrative Services



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105
Phone: (262) 342-1170 Fax: (262) 342-1178
www.burlington-wi.gov

Common Council Agenda Item Number: 9

Date: October 15, 2013

Submitted By: Steve DeQuaker, Treasurer

Subject: Prepays and Vouchers

Details:

Attached please find the Prepays and Vouchers list for bills accrued through October 15, 2013:

Total Prepays: \$140,573.68

Total Vouchers: \$92,378.95

Reimbursements: \$728.94

Grand Total: \$233,681.57

Options & Alternatives: Approve expenditures as presented or alter purchasing procedures.

Financial Remarks: 5 Largest Disbursements on Prepays and Vouchers

1. Sierra Petroleum Co, Inc – Sierra Petro AV Gas 100LL \$35,311.33
2. Kapur & Associates, Inc – Phase II – WWTF Upgrade and Improvements \$25,142.50
3. Sierra Petroleum Co, Inc – Sierra Petro Jet A Fuel \$24,716.36
4. We Energies – Sewer Treatment Plant \$15,888.51
5. Voyager – City of Burlington Monthly Invoice for Fuel \$9291.88

Executive Action:

Staff recommends that the Common Council accept these Prepays and Vouchers in the amount of \$233,681.57 at the October 15, 2013 Common Council meeting.

For Council Approval October 15, 2013

Prepays:	09/27/13	\$35,226.26
	09/30/13	\$1,086.79
	10/04/13	\$104,260.63

Total Prepays		<u>\$140,573.68</u>
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Vouchers:	10/15/13	\$92,378.95
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Reimbursements:	10/02/13	\$728.94
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GRAND TOTAL		<u><u>\$233,681.57</u></u>
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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-454521-001	BOND FEES							
	2016	UNION GROVE CLERK OF COURTS	Bond - Hartlage, Samantha; Case 13-33	HARTLAGE	09/20/2013	149.00	09/13	PD
Total 100-454521						149.00		
100-515121-153	MUNI COURT - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC COURT CLERK	1621402	09/24/2013	4.00	09/13	PD
100-515121-310	MUNI COURT - OFFICE SUPPLIES							
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4292 09/13	09/16/2013	14.30	09/13	PD
Total MUNICIPAL COURT						18.30		
100-515132-153	ADMIN - EBC							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC ADMIN	1621402	09/24/2013	.45	09/13	PD
100-515132-220	ADMIN - UTILITIES							
	3330	WE ENERGIES	5843-033-004 300 N Pine Street (split)	58430330040913	09/22/2013	475.51	09/13	PD
100-515132-310	ADMIN - OFF SUPP-POSTAGE							
	8127	BMO HARRIS BANK, N.A.	BMO - CTC Constant Contact	4276 09/13	09/16/2013	20.00	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4292 09/13	09/16/2013	38.14	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO Bldg Insp #6732	6732 09/13	09/16/2013	.50	09/13	PD
						58.64	*	
100-515132-330	ADMIN - INSVC TRAINING & TRAV							
	8127	BMO HARRIS BANK, N.A.	BMO - Southwest	2547 09/13	09/16/2013	211.80	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - League Wis	2547 09/13	09/16/2013	150.00	09/13	PD
						361.80	*	
Total ADMINISTRATOR						896.40		
100-515140-310	CLERK - OFFICE SUPPLIES							
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4292 09/13	09/16/2013	14.30	09/13	PD
Total CITY CLERK						14.30		
100-515141-153	FINANCE - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC FINANCE	1621402	09/24/2013	.20	09/13	PD
100-515141-220	FINANCE - UTILITY SERVICES							
	3330	WE ENERGIES	5843-033-004 300 N Pine Street (split)	58430330040913	09/22/2013	244.96	09/13	PD
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE							
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4292 09/13	09/16/2013	28.60	09/13	PD
100-515141-399	FINANCE - MISC. EXPENSES-PUBLI							
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4238 09/13	09/16/2013	58.89	09/13	PD
Total FINANCE						332.65		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-525211-153	POLICE - EMP BENEFITS COOP							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC POLICE	1621402	09/24/2013	10.50	09/13	PD
100-525211-299	POLICE - SUNDRY CONTRACT							
	8127	BMO HARRIS BANK, N.A.	BMO - Charcoal Grill	0486 09/13	09/16/2013	60.39	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - Trattoria Di Carlo Mea	1490 09/13	09/16/2013	12.86	09/13	PD
						73.25	*	
100-525211-310	POLICE - OFF SUPP-POSTAGE							
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	0486 09/13	09/16/2013	35.27	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4292 09/13	09/16/2013	45.56	09/13	PD
						80.83	*	
100-525211-330	POLICE - TRAVEL							
	8127	BMO HARRIS BANK, N.A.	BMO - Chula Vista	0486 09/13	09/16/2013	78.00	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - Hyatt	1490 09/13	09/16/2013	210.00	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - IACP	1490 09/13	09/16/2013	275.00	09/13	PD
						563.00	*	
Total POLICE DEPT.						727.58		
100-525220-157	FIRE - INSERVICE TRAINING							
	8127	BMO HARRIS BANK, N.A.	BMO - Amazon	4300 09/13	09/16/2013	309.50	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - MABAS Conference	9205 09/13	09/16/2013	95.00	09/13	PD
						404.50	*	
100-525220-220	FIRE - UTILITY SERVICES							
	3330	WE ENERGIES	8403-026-057 Fire Dept 165 Washingto	84030260570913	09/17/2013	918.21	09/13	PD
100-525220-293	FIRE - FIRE PREVENTION							
	8127	BMO HARRIS BANK, N.A.	BMO - Amazon	4300 09/13	09/16/2013	533.38	09/13	PD
100-525220-310	FIRE - OFFICE SUPPLIES							
	8127	BMO HARRIS BANK, N.A.	BMO - Office Max	4300 09/13	09/16/2013	87.33	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - Amazon	4300 09/13	09/16/2013	246.13	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - USPS	4300 09/13	09/16/2013	13.20	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - USPS	9205 09/13	09/16/2013	5.60	09/13	PD
						352.26	*	
100-525220-399	FIRE SUNDRIES							
	8127	BMO HARRIS BANK, N.A.	BMO - Subway	9205 09/13	09/16/2013	13.66	09/13	PD
Total FIRE DEPT.						2,222.01		
100-535321-153	STREETS - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC STREET	1621402	09/24/2013	6.00	09/13	PD
100-535321-225	STREETS - TELEPHONE							
	4485	TDS TELECOM	TDS DPW 262-539-3770	62-539-3770 09/13	09/19/2013	76.49	09/13	PD
	4485	TDS TELECOM	TDS DPW 262-539-3770	62-539-3770 09/13	09/19/2013	38.23	09/13	PD
						114.72	*	
100-535321-261	STREETS - LIGHTING							
	3330	WE ENERGIES	0455-414-409 Traffic Lights	04554144090913	09/15/2013	234.73	09/13	PD
	3330	WE ENERGIES	0818-594-802 Sign Liberty & State Rd	08185948020913	09/19/2013	34.06	09/13	PD
	3330	WE ENERGIES	0838-352-542 Parking Lot Lighting	08383525420913	09/18/2013	22.62	09/13	PD
	3330	WE ENERGIES	0850-628-152 N Pine & Jefferson	08506281520913	09/18/2013	246.51	09/13	PD
	3330	WE ENERGIES	2023-503-060 Stop Lights	20235030600913	09/19/2013	154.56	09/13	PD
	3330	WE ENERGIES	4404-149-064 300 N Main Street	44041490640913	09/15/2013	47.41	09/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
	3330	WE ENERGIES	5043-084-318 200 Amanda Street	50430843180913	09/18/2013	24.22	09/13	PD
	3330	WE ENERGIES	5465-979-181 McHenry & Gardner	54659791810913	09/17/2013	66.66	09/13	PD
	3330	WE ENERGIES	5644-617-733 Traffic Signal	56446177330913	09/19/2013	137.30	09/13	PD
	3330	WE ENERGIES	7255-756-558 McHenry & Milw Corner	72557565580913	09/17/2013	9.41	09/13	PD
						977.48	*	
Total STREET ADMINISTRATION						1,098.20		
100-555551-153	PARKS - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC PARK	1621402	09/24/2013	2.00	09/13	PD
100-555551-220	PARKS - UTILITIES							
	3330	WE ENERGIES	0435-566-939 Washington & Main	04355669390913	09/15/2013	59.73	09/13	PD
100-555551-265	PARKS - FESTIVAL EXPENSES							
	8127	BMO HARRIS BANK, N.A.	BMO - Tshirtbydesign.com	4276 09/13	09/16/2013	159.68	09/13	PD
Total PARKS						221.41		
Total GENERAL FUND						5,679.85		
251-555511-153	EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC LIBRARY	1621402	09/24/2013	20.75	09/13	PD
251-555511-220	UTILITIES							
	3330	WE ENERGIES	0810-148-657 PUBLIC LIBRARY	08101486570913	09/23/2013	1,933.92	09/13	PD
	3330	WE ENERGIES	5852-857-487 Library Gas	58528574870913	09/22/2013	45.55	09/13	PD
						1,979.47	*	
251-555511-225	TELEPHONE							
	8127	BMO HARRIS BANK, N.A.	BMO - Google (email monthly charge)	0568 10/13	09/16/2013	50.00	09/13	PD
251-555511-310	OFFICE SUPPLIES, POSTAGE							
	8127	BMO HARRIS BANK, N.A.	BMO - School Outfitters	0568 10/13	09/16/2013	265.67	09/13	PD
251-555511-327	MATERIALS							
	8127	BMO HARRIS BANK, N.A.	BMO - State Historical Soc	0550 09/13	09/16/2013	445.00	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - Walmart	1756 09/13	09/16/2013	73.21	09/13	PD
						518.21	*	
251-555511-330	INSERVICE TRAINING/TRAVEL							
	8127	BMO HARRIS BANK, N.A.	BMO - WI Library Assco	0550 09/13	09/16/2013	208.00	09/13	PD
	8127	BMO HARRIS BANK, N.A.	BMO - WI Library Assco	1756 09/13	09/16/2013	298.00	09/13	PD
						506.00	*	
Total FUND EXPENSES						3,340.10		
Total LIBRARY OPERATIONS FUND						3,340.10		
621-575740-153	EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATIO	EBC WWTP	1621402	09/24/2013	5.20	09/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
621-575740-220	WWTP-ELECTRIC							
	3330 WE ENERGIES		0469-455-267 Highway 11 E State St	04694552670913	09/15/2013	128.02	09/13	PD
	3330 WE ENERGIES		3602-583-285 4302 Lake St Electric	36025832850913	09/16/2013	30.51	09/13	PD
						158.53	*	
621-575740-225	TELEPHONE							
	7692 VERIZON WIRELESS		SCADA WWTP Acct # 242013605-0000	9711306806	09/10/2013	13.54	09/13	PD
621-575740-242	REPAIR, MAINTENANCE VEHICLES							
	8127 BMO HARRIS BANK, N.A.		BMO - UPS	5513 09/13	09/16/2013	462.53	09/13	PD
	8127 BMO HARRIS BANK, N.A.		BMO - Rocky Mountain	5513 09/13	09/16/2013	219.98	09/13	PD
						682.51	*	
621-575740-244	REPAIRS, MAINT EQUIPMENT							
	1088 RUNDLE-SPENCE		Rundle-Spence - WWTP supplies	S2193889.002	09/19/2013	103.74	09/13	PD
621-575740-310	OFFICE SUPPLIES, POSTAGE							
	2360 PETTY CASH WWTP		PETTY CASH WWTP POST OFFICE	SEPT2013	09/27/2013	52.11	09/13	PD
	2360 PETTY CASH WWTP		PETTY CASH WWTP FAMILY DOLLAR	SEPT2013	09/27/2013	18.08	09/13	PD
	5934 TIME WARNER CABLE-MILW		TIME WARNER CABLE WWTP	702658601 09/13	09/17/2013	109.95	09/13	PD
						180.14	*	
Total WASTEWATER FUND EXPENSES						1,143.66		
Total WASTEWATER OPERATIONS FUND						1,143.66		
622-506230-000	SUPPLIES							
	8127 BMO HARRIS BANK, N.A.		BMO - Terminix	5513 09/13	09/16/2013	81.00	09/13	PD
Total 622-506230						81.00		
622-509210-000	OFFICE SUPPLY							
	4485 TDS TELECOM		TDS DPW 262-539-3770	262-539-3770 09/13	09/19/2013	76.49	09/13	PD
	7343 AT & T		AT & T WATER DEPT 414 R24-8901 36	414R2489010913	09/10/2013	68.95	09/13	PD
						145.44	*	
Total 622-509210						145.44		
622-509260-000	EMPLOYEE REIMBURSEMENT							
	8127 BMO HARRIS BANK, N.A.		BMO - Savor - McCormick Place	5497 09/13	09/16/2013	34.95	09/13	PD
622-509260-153	EMPLOYEE BENEFITS							
	5090 EMPLOYEE BENEFITS CORPORATION		EBC WATER	1621402	09/24/2013	6.90	09/13	PD
Total 622-509260						41.85		
Total WATER UTILITY FUND						268.29		
623-575740-200	FUEL FOR RESALE							
	6929 SIERRA PETROLEUM CO, INC.		SIERRA PETRO JET FUEL	73543	09/23/2013	24,716.36	09/13	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
623-575740-225	TELEPHONE						
	4655	PACIFIC TELEMAGEMENT SERVIC	PTS - AIRPORT PAYPHONE	570906	09/18/2013	78.00	09/13 PD
Total 623-575740						24,794.36	
Total AIRPORT FUND						24,794.36	
Grand Total:						35,226.26	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-525211-244	POLICE - REPAIR & MAINTENANCE							
8127	BMO HARRIS BANK, N.A.	BMO - 123SecurityProducts.com	4250 09/13	09/16/2013	476.30	09/13	PD	
100-525211-310	POLICE - OFF SUPP-POSTAGE							
8127	BMO HARRIS BANK, N.A.	BMO - Amazon	4250 09/13	09/16/2013	69.99	09/13	PD	
8127	BMO HARRIS BANK, N.A.	BMO - SmartSign	4250 09/13	09/16/2013	151.55	09/13	PD	
8127	BMO HARRIS BANK, N.A.	BMO - Walmart	4250 09/13	09/16/2013	33.94	09/13	PD	
8127	BMO HARRIS BANK, N.A.	BMO - Amazon	4250 09/13	09/16/2013	5.79	09/13	PD	
8127	BMO HARRIS BANK, N.A.	BMO - Brother Mobile Solutions	4250 09/13	09/16/2013	349.22	09/13	PD	
					610.49	*		
Total POLICE DEPT.					1,086.79			
Total GENERAL FUND					1,086.79			
Grand Total:					1,086.79			

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-239007	LIFE INSURANCE							
	4062	MINNESOTA LIFE INSURANCE CO	MINNESOTA MUTUAL NOVEMBER BII	NOV2013	10/04/2013	1,869.34	10/13	PD
100-454521-001	BOND FEES							
	1464	ELKHORN MUNICIPAL COURT	Bond: Cruz, Nathan - case R433443-3	CRUZ	09/23/2013	354.00	10/13	PD
Total 100-454521						354.00		
100-454591-000	PARK DEPT							
	1289	NEWTON-KRAUSE, KARA	refund security deposit	092813	09/28/2013	100.00	10/13	PD
100-515121-162	MUNI COURT-EAP SERVICE							
	5485	AURORA EAP	AURORA EAP COURT CLERK	9733	10/03/2013	8.74	10/13	PD
Total MUNICIPAL COURT						8.74		
100-515132-162	ADMIN - EAP SERVICE							
	5485	AURORA EAP	AURORA EAP ADMIN-COUNCIL	9733	10/03/2013	114.32	10/13	PD
100-515132-225	ADMIN - TELEPHONE							
	7343	AT & T	AT & T ADMIN 262 R59-7549 674 8	26245975490913	09/28/2013	244.38	10/13	PD
Total ADMINISTRATOR						358.70		
100-515140-162	CLERK - EAP SERVICE							
	5485	AURORA EAP	AURORA EAP CITY CLERK	9733	10/03/2013	4.41	10/13	PD
Total CITY CLERK						4.41		
100-515141-162	FINANCE - EAP SERVICE							
	5485	AURORA EAP	AURORA EAP FINANCE	9733	10/03/2013	14.74	10/13	PD
100-515141-225	FINANCE - TELEPHONE							
	7343	AT & T	AT & T FINANCE 262 R59-7549 674 8	26245975490913	09/28/2013	146.63	10/13	PD
Total FINANCE						161.37		
100-525211-162	POLICE - EAP SERVICE							
	5485	AURORA EAP	AURORA EAP POLICE	9733	10/03/2013	317.60	10/13	PD
100-525211-225	POLICE - TELEPHONE							
	7343	AT & T	AT & T POLICE 262 R59-7549 674 8	26245975490913	09/28/2013	391.01	10/13	PD
100-525211-240	POLICE - FUEL, OIL							
	4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Police Dept	869297630340	09/10/2013	3,820.12	10/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total POLICE DEPT.						4,528.73		
100-525220-162	FIRE - EAP SERVICE							
	5485 AURORA EAP		AURORA EAP FIRE DEPT	9733	10/03/2013	35.28	10/13	PD
100-525220-220	FIRE - UTILITY SERVICES							
	3330 WE ENERGIES		8419-416-558 341 Origen St	84194165580913	09/23/2013	11.01	10/13	PD
100-525220-240	FIRE - FUEL, OIL, LUBRICANTS							
	4264 VOYAGER FLEET SYSTEMS INC		Voyager Acct. 869297630 Fire Dept	869297630340	09/10/2013	923.76	10/13	PD
100-525220-330	FIRE - TRAVEL							
	8733 WSFIA		Registration for Basic Fire Inspector Cla	101013 JN	10/04/2013	210.00	10/13	PD
Total FIRE DEPT.						1,180.05		
100-525231-372	BLDG INSP - AUTO EXPENSE							
	4264 VOYAGER FLEET SYSTEMS INC		Voyager Acct. 869297630 Bldg Insp	869297630340	09/10/2013	43.11	10/13	PD
Total BUILDING INSP.						43.11		
100-535321-162	STREETS - EAP SERVICE							
	5485 AURORA EAP		AURORA EAP STREETS	9733	10/03/2013	80.70	10/13	PD
100-535321-220	STREETS - UTILITIES							
	3330 WE ENERGIES		1638-891-345 DPW Bldg Electric (split)	16388913450913	09/23/2013	827.86	10/13	PD
	3330 WE ENERGIES		8430-081-671 Gas 2200 S Pine (split)	84300816710913	09/19/2013	53.26	10/13	PD
						881.12	*	
100-535321-240	STREETS - FUEL, OIL & LUBRI							
	4264 VOYAGER FLEET SYSTEMS INC		Voyager Acct. 869297630 Street Dept	869297630340	09/10/2013	1,742.67	10/13	PD
100-535321-261	STREETS - LIGHTING							
	3330 WE ENERGIES		0819-473-268 Municipal Parking Lot	08194732680913	09/22/2013	112.07	10/13	PD
	3330 WE ENERGIES		5459-100-732 St Lighting Substation	54591007320913	09/22/2013	266.99	10/13	PD
	3330 WE ENERGIES		5695-147-539 Electric 572 Milw	56951475390913	09/22/2013	348.16	10/13	PD
	3330 WE ENERGIES		6893-002-943 700 Black Hawk Dr Sign	68930029430913	09/18/2013	9.27	10/13	PD
	3330 WE ENERGIES		7245-068-041 375 N Pine St	72450680410913	09/22/2013	184.58	10/13	PD
	3330 WE ENERGIES		7467-500-426 Jefferson & Bridge	74675004260913	09/22/2013	256.74	10/13	PD
	3330 WE ENERGIES		8650-632-794 Traffic Signal Power	86506327940913	09/22/2013	126.21	10/13	PD
	3330 WE ENERGIES		9418-285-345 Traffic Signal	94182853450913	09/22/2013	99.73	10/13	PD
						1,403.75	*	
100-535321-353	STREETS REP & MAINT PRKNG DECK							
	3330 WE ENERGIES		7082-958-528 Public Parking Structure	70829585280913	09/22/2013	477.65	10/13	PD
Total STREET ADMINISTRATION						4,585.89		
100-555551-162	PARKS - EAP SERVICE							
	5485 AURORA EAP		AURORA EAP PARKS	9733	10/03/2013	38.37	10/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-555551-220	PARKS - UTILITIES							
	3330	WE ENERGIES	1638-891-345 DPW Bldg Electric (split)	16388913450913	09/23/2013	413.91	10/13	PD
	3330	WE ENERGIES	2428-946-714 Pavillion	24289467140913	09/22/2013	369.70	10/13	PD
	3330	WE ENERGIES	3243-370-777 Amanda St	32433707770913	09/23/2013	41.49	10/13	PD
	3330	WE ENERGIES	6211-699-899 Electric Dog Park	62116998990913	09/22/2013	44.16	10/13	PD
	3330	WE ENERGIES	6895-338-188 355 N Pine St	68953381880913	09/22/2013	108.52	10/13	PD
	3330	WE ENERGIES	8430-081-671 Gas 2200 S Pine (split)	84300816710913	09/19/2013	26.62	10/13	PD
						1,004.40	*	
100-555551-240	PARKS - FUEL, OIL, LUBRICANTS							
	4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Parks Dept	869297630340	09/10/2013	1,191.33	10/13	PD
Total PARKS						2,234.10		
Total GENERAL FUND						15,428.44		
251-555511-162	EAP SERVICE							
	5485	AURORA EAP	AURORA EAP LIBRARY	9733	10/03/2013	211.68	10/13	PD
251-555511-225	TELEPHONE							
	7343	AT & T	AT & T LIBRARY 262 R59-7549 674 8	26245975490913	09/28/2013	195.51	10/13	PD
251-555511-247	REPAIR, MAINTENANCE BUILDING							
	8596	STATE OF WI - DSPS	Library - WI Registration Tag No : B0006	328850	10/01/2013	50.00	10/13	PD
251-555511-330	INSERVICE TRAINING/TRAVEL							
	1718	LAKESHORE LIBRARY SYSTEM	Annual Lakeshore Lib. Banquet & Prese	101713	10/04/2013	20.00	10/13	PD
Total FUND EXPENSES						477.19		
Total LIBRARY OPERATIONS FUND						477.19		
621-575740-162	EAP SERVICE							
	5485	AURORA EAP	AURORA EAP WWTP	9733	10/03/2013	111.80	10/13	PD
621-575740-220	WWTP-ELECTRIC							
	3330	WE ENERGIES	1887-026-576 Electric Sewer Plant	18870265760913	09/24/2013	15,888.51	10/13	PD
	3330	WE ENERGIES	4847-248-215 S of Yahnke Rd/Pump St	48472482150913	09/18/2013	174.14	10/13	PD
	3330	WE ENERGIES	4897-650-087 Springbrook Lift Station	48976500870913	09/19/2013	50.16	10/13	PD
	3330	WE ENERGIES	6212-377-525 Water Sanitation	62123775250913	09/20/2013	3,044.93	10/13	PD
						19,157.74	*	
621-575740-222	GAS							
	3330	WE ENERGIES	0862-239-067 2100 PINE ST	08622390670913	09/19/2013	1,078.88	10/13	PD
	3330	WE ENERGIES	2663-378-614 Gas 624 S Pine St	26633786140913	09/19/2013	9.30	10/13	PD
	3330	WE ENERGIES	3646-902-199 624 S Pine St	36469021990913	09/19/2013	17.40	10/13	PD
						1,105.58	*	
621-575740-225	TELEPHONE							
	4485	TDS TELECOM	TDS WWTP 262-539-3646	262-539-3646 09/13	09/19/2013	173.47	10/13	PD
621-575740-240	FUEL, OIL AND LUBRICANTS							
	4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 WWTP	869297630340	09/10/2013	844.04	10/13	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
621-575740-342	DISINFECTION ULTRA VIOLET							
	2000 MIKE'S REPAIR SERVICE	MIIKES REPAIR WWTP PARTS		42806	07/26/2013	65.00	10/13	PD
Total WASTEWATER FUND EXPENSES						21,457.63		
Total WASTEWATER OPERATIONS FUND						21,457.63		
622-506220-000	POWER							
	3330 WE ENERGIES	0882-547-355 Municipal Well (split)	08825473550913	09/23/2013	2,358.73	10/13	PD	
	3330 WE ENERGIES	3076-628-864 Electric 508 Sheldon St	30766288640913	09/23/2013	4,000.63	10/13	PD	
	3330 WE ENERGIES	3267-293-366 384 Dunford Dr	32672933660913	09/19/2013	672.83	10/13	PD	
	3330 WE ENERGIES	3457-108-505 Well #7	34571085050913	09/24/2013	3,269.25	10/13	PD	
	3330 WE ENERGIES	6271-254-861 Well #9 (split)	62712548610913	09/23/2013	4,216.64	10/13	PD	
	3330 WE ENERGIES	7255-465-187 Municipal Well Filter Bulc	72554651870913	09/19/2013	240.03	10/13	PD	
	3330 WE ENERGIES	8682-353-384 WELL #10	86823533840913	09/23/2013	7,921.72	10/13	PD	
						22,679.83	*	
Total 622-506220						22,679.83		
622-506230-000	SUPPLIES							
	3330 WE ENERGIES	0882-547-355 Municipal Well (split)	08825473550913	09/23/2013	40.61	10/13	PD	
	3330 WE ENERGIES	1438-804-919 WELL #7	14388049190913	09/23/2013	9.92	10/13	PD	
	3330 WE ENERGIES	6271-254-861 Well #9 (split)	62712548610913	09/23/2013	9.77	10/13	PD	
	3330 WE ENERGIES	6499-874-589 801 Weiler Road	64998745890913	09/19/2013	14.70	10/13	PD	
	3330 WE ENERGIES	8682-353-384 WELL #10	86823533840913	09/23/2013	9.92	10/13	PD	
	3330 WE ENERGIES	9259-879-303 Karyl St Well #10	92598793030913	09/22/2013	9.92	10/13	PD	
						94.84	*	
Total 622-506230						94.84		
622-509260-162	EAP SERVICE							
	5485 AURORA EAP	AURORA EAP WATER		9733	10/03/2013	49.86	10/13	PD
Total 622-509260						49.86		
622-509330-000	TRANSPORTATION-SUPPLIES							
	4264 VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Water Dept	869297630340	09/10/2013	726.85	10/13	PD	
Total 622-509330						726.85		
622-509350-000	GENERAL PLANT-SUPPLIES							
	3330 WE ENERGIES	1638-891-345 DPW Bldg Electric (split)	16388913450913	09/23/2013	827.86	10/13	PD	
	3330 WE ENERGIES	8430-081-671 Gas 2200 S Pine (split)	84300816710913	09/19/2013	53.26	10/13	PD	
						881.12	*	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total 622-509350						881.12		
Total WATER UTILITY FUND						24,432.50		
623-575740-200	FUEL FOR RESALE							
	6929	SIERRA PETROLEUM CO, INC.	SIERRA PETRO AV GAS 100LL	73610	09/25/2013	35,311.33	10/13	PD
623-575740-225	TELEPHONE							
	7343	AT & T	AT & T AIRPORT 262 757-0907 307 4	26275709070913	09/25/2013	67.42	10/13	PD
Total 623-575740						35,378.75		
Total AIRPORT FUND						35,378.75		
875-232000	MUNICIPAL COURT DEP							
	7140	ST OF WISC CONTROLLER'S OFFICE	ST OF WI CONTROLLER OFFICE SEP	SEPT2013	10/01/2013	4,732.12	10/13	PD
	7141	RACINE COUNTY TREASURER	RA CO DRIVER IMP SURCHARGES	SEPT2013	10/01/2013	1,115.00	10/13	PD
	7141	RACINE COUNTY TREASURER	RA CO JAIL SURCHARGES	SEPT2013	10/01/2013	1,239.00	10/13	PD
						7,086.12	*	
Total MUNICIPAL COURT FUND						7,086.12		
Grand Total:						104,260.63		

Dated: _____

Motion for Approval by: _____

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-515111-390	CITY COUNCIL - SUPP & OTH EXP						
3219	FUN EVENTS INC	Riverside Park Event Date 09/14/13		7104	09/18/2013	2,474.50	10/13
100-515111-399	CITY COUNCIL - PUBLICATION						
2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS MINUTES		134798	09/26/2013	97.18	10/13
2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS BOARD OF REVIE		135427	09/26/2013	63.98	10/13
						161.16	*
Total CITY COUNCIL						2,635.66	
100-515132-298	ADMIN - CONTRACT SERVICES						
8171	BIG SKY BALLOONS	Big Sky Balloons & Searchlight		112213	09/26/2013	1,700.00	10/13
8705	MCGRATH CONSULTING GROUP, INC	McGrath Consulting		625	10/01/2013	3,500.00	10/13
						5,200.00	*
100-515132-310	ADMIN - OFF SUPP-POSTAGE						
1216	Office Copying Equipment, LTD	Admin copies		C283262	09/30/2013	627.13	10/13
3635	RICHTER'S MARKETPLACE	RICHTER FOODS ADMIN		092713 C.H.	09/27/2013	2.93	10/13
						630.06	*
Total ADMINISTRATOR						5,830.06	
100-515140-310	CLERK - OFFICE SUPPLIES						
3635	RICHTER'S MARKETPLACE	RICHTER FOODS CLERK		092713 C.H.	09/27/2013	2.92	10/13
Total CITY CLERK						2.92	
100-515141-298	FINANCE - CONTRACT SERVICES						
8646	EHLERS INVESTMENT PARTNERS	FINANCE ADVISORY SERVICE		093013	09/30/2013	197.39	10/13
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE						
1216	Office Copying Equipment, LTD	Finance copies		C283262	09/30/2013	16.71	10/13
Total FINANCE						214.10	
100-515154-313	ASSESSOR - PRINTING						
2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - Open Book		135303	09/26/2013	29.63	10/13
Total ASSESSOR						29.63	
100-515161-220	ATTORNEY - CONTRACT						
8149	BJELAJAC, JOHN M	Attorney Fees for Ordinance		11100-048D 1	09/30/2013	15.00	10/13
8149	BJELAJAC, JOHN M	Burlington Housing Authority General Fil		11100-074D 3	09/30/2013	60.00	10/13
8149	BJELAJAC, JOHN M	Attorney Fees for General		13100-000D 9	09/30/2013	1,650.00	10/13
8149	BJELAJAC, JOHN M	Attorney Fees for Jims Auto Body		13100-022D 6	09/30/2013	45.00	10/13
8149	BJELAJAC, JOHN M	Attorney Fees for Advanced Waste Coni		13100-073D 1	09/30/2013	150.00	10/13
8149	BJELAJAC, JOHN M	Honeywell, Energy Services Agreement		13100-074D 1	09/30/2013	420.00	10/13
8149	BJELAJAC, JOHN M	Attorney Fees for Mills Development		13100-075D 1	09/30/2013	90.00	10/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-515161-272	ATTORNEY - MUNICIPAL COURT					2,430.00	*
	8149	BJELAJAC, JOHN M	Attorney Fees for Municipal Court	13100-099H 9	09/30/2013	4,440.00	10/13
Total ATTORNEY						6,870.00	
100-525211-211	POLICE - PHYSICALS						
	2284	ORGANIZATION DEVELOPMENT COM	ODC PSYCHOLOGICAL ASSESSMEN	10830	09/16/2013	650.00	10/13
100-525211-239	POLICE - EQUIPMENT NON CAPITAL						
	5585	GENERAL COMMUNICATIONS, INC	Kustom Signals Radar	100213	10/02/2013	972.00	10/13
	5793	BAYCOM INC	Baycom - Panasonic Toughbook	TC20130920F	10/02/2013	3,620.00	10/13
						4,592.00	*
100-525211-242	POLICE - REPAIR/MTCE EQUIP						
	1050	DOUG'S AUTO	DOUGS AUTO POICE REPAIR	021596	09/19/2013	569.16	10/13
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE SHOP POLICE DEPT	331857	09/06/2013	320.76	10/13
						889.92	*
100-525211-248	POLICE - REP & MAINT BUILDING						
	1088	RUNDLE-SPENCE	Rundle-Spence - Police Dept	S2197673.001	09/25/2013	281.09	10/13
	1088	RUNDLE-SPENCE	Rundle-Spence - Police Dept	S2197673.003	10/02/2013	30.66	10/13
	1465	JIM MURRAY INC	SUMP PUMPS FOR P.D.	122873	09/30/2013	1,905.50	10/13
	1951	MENARDS	MENARDS POLICE SUPPLIES	33674	09/27/2013	437.80	10/13
	8596	STATE OF WI - DSPS	Permit to operate elevators	328188	09/24/2013	50.00	10/13
						2,705.05	*
100-525211-299	POLICE - SUNDRY CONTRACT						
	2095	NAPOLI'S PIZZA RESTAURANT	NAPOLIS POLICE PIZZA	57869	09/11/2013	87.65	10/13
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS POLICE DEPT	091113 P.D.	09/11/2013	21.82	10/13
						109.47	*
100-525211-310	POLICE - OFF SUPP-POSTAGE						
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS POLICE DEPT	092013 P.D.	09/20/2013	5.85	10/13
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS POLICE DEPT	092513 P.D.	09/25/2013	5.85	10/13
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS POLICE DEPT	092713 P.D.	09/27/2013	5.85	10/13
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS POLICE DEPT SUP	100313 P.D.	10/03/2013	31.72	10/13
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS WATER	100413 P.D.	10/04/2013	5.85	10/13
						55.12	*
100-525211-344	POLICE - JANITOR SUPPLIES						
	1951	MENARDS	MENARDS POLICE JANITOR SUPPLIE	33290	09/23/2013	16.85	10/13
	2590	REINEMANS, INC.	REINEMANS POLICE JANITOR SUPP	36011	09/20/2013	11.69	10/13
	2590	REINEMANS, INC.	REINEMANS POLICE SUPPLIES	94657	10/03/2013	18.89	10/13
						47.43	*
100-525211-381	POLICE - INVESTIGATIONS						
	3926	SIRCHIE FINGER PRINT LAB	SIRCHIE POLICE DEPT	0136285-IN	09/12/2013	270.19	10/13
Total POLICE DEPT.						9,319.18	
100-525220-244	FIRE - REPAIR MAINT EQUIPMENT						
	7647	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX I	P22383	08/12/2013	174.00	10/13
100-525220-248	FIRE - REPAIR MAINT BLDGS						
	117	ALSCO	ALSCO FIRE DEPT	IMIL732054	10/02/2013	41.40	10/13
	1951	MENARDS	MENARDS FIRE DEPT SUPPLIES	34049	10/02/2013	13.92	10/13
	2590	REINEMANS, INC.	REINEMANS FIRE DEPT SUPPLIES	36859	10/02/2013	15.69	10/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						71.01	*
100-525220-298	FIRE- CONTRACT SERVICES						
	4354	GATEWAY - KENOSHA CAMPUS	Driver/Operator-Pumper Practical Exam	18046	09/30/2013	255.96	10/13
Total FIRE DEPT.						500.97	
100-525231-298	BLDG INSP - CONTRACT						
	4069	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES BLDG INSPEC	201339	10/01/2013	2,579.25	10/13
Total BUILDING INSP.						2,579.25	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO DPW - STREETS	IMIL729570	09/25/2013	73.08	10/13
	117	ALSCO	ALSCO DPW - STREETS	IMIL732066	10/02/2013	73.08	10/13
						146.16	*
100-535321-242	STREETS - REP MAINT VEHICLES						
	8415	Wholesale Direct, Inc.	DPW - Parts	202397	09/23/2013	397.45	10/13
100-535321-248	STREETS REP & MAINT BLDG						
	117	ALSCO	ALSCO DPW - STREETS	IMIL729571	09/25/2013	40.16	10/13
100-535321-298	STREETS - CONTRACT SERVICES						
	1291	DP ELECTRONIC RECYCLING	DP Electronic Recycling	803	09/24/2013	43.50	10/13
	3070	WANASEK CORPORATION	asphalt patch	2976	10/03/2013	817.92	10/13
						861.42	*
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	2470	QUILL CORPORATION	QUILL DPW CREDIT	321181	09/23/2013	17.61	10/13
	2470	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	5799312	09/10/2013	17.61	10/13
	2470	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	5877111	09/24/2013	217.77	10/13
	2470	QUILL CORPORATION	QUILL DPW OFFICE SUPPLIES	5910895	09/25/2013	471.33	10/13
	2470	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	5917663	09/25/2013	26.68	10/13
	2470	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	5948174	09/26/2013	77.12	10/13
						792.90	*
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL STREETS	539561	09/27/2013	240.28	10/13
	1171	ERICKSON AUTO TRIM, INC.	Upholstery repair	16628	09/17/2013	500.00	10/13
	1457	HUMPHREY SERVICE & PARTS, INC.	Unit 811 - Parts	1114762	09/12/2013	303.57	10/13
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHEY SERVICE DPW STOCK	1115775	09/20/2013	8.83	10/13
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE SHOP DPW REPAIR	333421	10/01/2013	33.00	10/13
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE - Unit 505	333523	10/02/2013	69.00	10/13
	1841	LYNCH TRUCK CENTER	LYNCH TRUCK CENTER UNIT 509	76987	09/25/2013	165.58	10/13
	1951	MENARDS	DPW - Credit, returned 6x6-8' AC2 Tree	RETURN 091713	09/17/2013	43.94	10/13
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS DPW UNIT 505	230530	09/24/2013	43.13	10/13
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS DPW STOCK	230556	09/25/2013	37.30	10/13
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS DPW STOCK	230651	09/27/2013	12.25	10/13
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS DPW STOCK	230755	10/01/2013	9.98	10/13
	2590	REINEMANS, INC.	Reinemans - Streets Supplies	35944	09/19/2013	37.32	10/13
	2590	REINEMANS, INC.	Reinemans - Streets Supplies	36217	09/23/2013	11.69	10/13
	3120	WELDERS SUPPLY COMPANY	WELDERS SUPPLY CO OXYGEN DPV	241146	09/30/2013	25.60	10/13
	8415	Wholesale Direct, Inc.	DPW - Parts	202577	10/01/2013	41.00	10/13
						1,494.59	*

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total STREET ADMINISTRATION						3,732.68	
100-545411-291	HEALTH OFFICER-CONTRACT						
	4325	MEMORIAL HOSPITAL-WRCHD	MEMORIAL HOSPITAL WRCHD	092713	09/27/2013	4,877.48	10/13
Total HEALTH OFFICER						4,877.48	
100-545430-298	ANIMAL SHELTER						
	709	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT	171	10/01/2013	519.58	10/13
Total DOG POUND						519.58	
100-555551-159	PARKS - CLOTHING						
	117	ALSCO	ALSCO DPW - PARKS	IMIL729570	09/25/2013	30.00	10/13
	117	ALSCO	ALSCO DPW - PARKS	IMIL732066	10/02/2013	30.00	10/13
						60.00	*
100-555551-248	PARKS - REPAIR MAINT BLDGS						
	117	ALSCO	ALSCO DPW - PARKS	IMIL729571	09/25/2013	20.07	10/13
100-555551-265	PARKS - FESTIVAL EXPENSES						
	1216	Office Copying Equipment, LTD	Community Block Party	C283262	09/30/2013	30.96	10/13
100-555551-298	PARKS - OUTSIDE SERVICES						
	858	COMPLETE TREE SERVICE, LLC	DPW - stump grinding	207936	09/24/2013	16.25	10/13
	858	COMPLETE TREE SERVICE, LLC	COMPLETE TREE SERVICE DPW REI	710	09/26/2013	1,300.00	10/13
						1,316.25	*
100-555551-350	PARKS - REPAIR/MTCE SUPPLIES						
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL PARKS	539561	09/27/2013	240.28	10/13
	1951	MENARDS	MENARDS PARKS	34153	10/03/2013	32.04	10/13
	2570	REESMAN'S EXC. & GRADING, INC.	REESMANS EXCAVATING SHREDDEI	20130382	08/31/2013	60.00	10/13
	2590	REINEMANS, INC.	Reinemans - Parks Supplies	35701	09/16/2013	4.30	10/13
	2590	REINEMANS, INC.	Reinemans Parks Dept	36498	09/27/2013	9.99	10/13
						346.61	*
Total PARKS						1,773.89	
100-565641-298	PLAN COMM - CONTRACT SVCS						
	1940	MEEHAN & COMPANY, INC.	MEEHAN & COMPANY SEPTEMBER E	093013	09/30/2013	2,095.08	10/13
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0056.01 Bear Riverwalk Plan f	80793	09/18/2013	907.50	10/13
						3,002.58	*
Total PLANNING COMMISSION						3,002.58	
Total GENERAL FUND						41,887.98	
251-555511-225	TELEPHONE						
	5934	TIME WARNER CABLE-MILW	TIME WARNER CABLE LIBRARY	0913TWC	10/15/2013	73.52	10/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
251-555511-247	REPAIR, MAINTENANCE BUILDING						
	1951	MENARDS	Library blinds	32786	10/15/2013	93.57	10/13
	2590	REINEMANS, INC.	REINEMANS LIBRARY SUPPLIES	35124	10/15/2013	53.09	10/13
						146.66	*
251-555511-310	OFFICE SUPPLIES, POSTAGE						
	1010	DEMCO	DEMCO LIBRARY TECH SERVICE SU	5071747	10/15/2013	224.02	10/13
	1100	EASTERDAY OFFICE EQUIP	EASTERDAY LIBRARY SUPPLIES	41825	10/15/2013	150.15	10/13
	2590	REINEMANS, INC.	REINEMANS LIBRARY	35423	10/15/2013	21.20	10/13
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS LIBRARY SUPPLIES	00263	10/15/2013	34.83	10/13
						430.20	*
251-555511-327	MATERIALS						
	300	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIA	2028520673	10/15/2013	2,069.33	10/13
	302	BAKER & TAYLOR CONT. SERVICE	BAKER & TAYLOR CONTINUATION LI	5012742251	10/15/2013	372.84	10/13
	1917	MARQUETTE UNIVERSITY	Marquette University Reference Material	0913MU	10/15/2013	63.00	10/13
	3011	VALUE LINE PUBLISHING, INC.	Library - subscription renewal	0913VL	10/15/2013	950.00	10/13
	3529	RECORDED BOOKS LLC	LIBRARY AUDIOBOOKS	74798365	10/15/2013	329.85	10/13
	4072	MICROMARKETING ASSOCIATES	MICROMARKETING LIBRARY MATERIA	496337	10/15/2013	475.96	10/13
	5322	MATTHEW BENDER & CO.	MATTHEW BENDER REF. MATERIALS	49985175	10/15/2013	147.83	10/13
	5967	SCHOLASTIC LIBRARY PUBLISHING	SCHOLASTIC LIBRARY JUVENILE MA	11416412	10/15/2013	152.10	10/13
	7607	MIDWEST TAPE, LLC	MIDWEST TAPE LIBRARY DVD'S & CD	91212188	10/15/2013	856.57	10/13
	7754	CENGAGE LEARNING	Library Large Print Materials	50117920	10/15/2013	275.14	10/13
	8504	LIBRARIANS' CHOICE	LIBRARIAN'S CHOICE JUVENILE MAT	1235790	10/15/2013	276.38	10/13
						5,969.00	*
Total FUND EXPENSES						6,619.38	
Total LIBRARY OPERATIONS FUND						6,619.38	
465-525211-805	POLICE CAPITAL OUTLAY VEHICLES						
	5585	GENERAL COMMUNICATIONS, INC	Squad Change Over	650751	09/18/2013	3,190.55	10/13
	5585	GENERAL COMMUNICATIONS, INC	Squad Change Over	650752	09/18/2013	3,190.55	10/13
						6,381.10	*
Total POLICE DEPT.						6,381.10	
Total CAPITAL REPLACEMENT FUND						6,381.10	
621-181000	CONSTRUCTION IN PROGRESS						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0077.01 Phase II - WWTF Upg	80827	09/19/2013	25,142.50	10/13
621-575740-159	CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO WWTP	IMIL729573	09/25/2013	73.49	10/13
	117	ALSCO	ALSCO WWTP	IMIL732068	10/02/2013	75.24	10/13
						148.73	*
621-575740-244	REPAIRS, MAINT EQUIPMENT						
	117	ALSCO	ALSCO WWTP	IMIL729573	09/25/2013	7.30	10/13
	117	ALSCO	ALSCO WWTP	IMIL732068	10/02/2013	7.30	10/13
	117	ALSCO	ALSCO WWTP	IMIL732069	10/02/2013	92.41	10/13
	1370	GRAINGER	GRAINGER, WWTP SUPPLIES	9254878995	09/27/2013	171.96	10/13
	1951	MENARDS	MENARDS WWTP	32857	09/18/2013	4.41	10/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						283.38	*
621-575740-245	GROUND IMPROVEMENTS						
	1820	LOIS TIRE SHOP, INC.	tractor tire repair	333528	10/02/2013	33.89	10/13
621-575740-249	LABORATORY						
	117	ALSCO	ALSCO WWTP	IMIL729573	09/25/2013	4.57	10/13
	117	ALSCO	ALSCO WWTP	IMIL732068	10/02/2013	4.57	10/13
	117	ALSCO	ALSCO WWTP	IMIL732069	10/02/2013	53.89	10/13
						63.03	*
621-575740-298	CONTRACT SERVICE						
	2730	SIMPLEX GRINNELL LP	SIMPLEX GRINNELL WWTP	69371121	09/23/2013	713.00	10/13
621-575740-310	OFFICE SUPPLIES, POSTAGE						
	2470	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIE	5945677	09/26/2013	693.48	10/13
	2470	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIE	5951840	09/26/2013	47.99	10/13
	2470	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIE	5975122	09/26/2013	3.86	10/13
	2470	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIE	5982393	09/27/2013	22.99	10/13
						768.32	*
621-575740-353	REPAIR & MAINT LIFT STATIONS						
	7546	SIEMENS WATER TECHNOLOGIES LI	SIEMENS WWTP BIOXIDE	901405997	09/23/2013	1,064.34	10/13
621-575740-359	SANITARY SEWER REPAIR, MAINT						
	3730	DIGGERS HOTLINE, INC	Diggers Hotline WWTP	130 9 42701	09/30/2013	107.01	10/13
621-575740-371	REG/PERMITS/OUTSIDE TESTING						
	3615	NORTHERN LAKE SERVICE, INC.	NORTHERN LAKE SERVICE WWTP S	241274	09/24/2013	48.80	10/13
621-575740-374	SAFETY						
	4154	AURORA HEALTH CARE	Acct #600003828 - Weithaus, Christoph	1114814	09/22/2013	108.00	10/13
	4154	AURORA HEALTH CARE	Acct #600003828 - Barr, Richard	1114814	09/22/2013	108.00	10/13
	4154	AURORA HEALTH CARE	Acct #600003828 - Blink, Benjamin	1114814	09/22/2013	108.00	10/13
	4154	AURORA HEALTH CARE	Acct #600003828 - Hefty, Donald	1114814	09/22/2013	108.00	10/13
	4154	AURORA HEALTH CARE	Acct #600003828 - Hintz, Laird	1114814	09/22/2013	108.00	10/13
	4154	AURORA HEALTH CARE	Acct #600003828 - Lois, Brian	1114814	09/22/2013	108.00	10/13
						648.00	*
Total WASTEWATER FUND EXPENSES						3,878.50	
Total WASTEWATER OPERATIONS FUND						29,021.00	
622-506230-000	SUPPLIES						
	2590	REINEMANS, INC.	REINEMANS WATER DEPT WELL #1C	36173	09/23/2013	79.18	10/13
	2590	REINEMANS, INC.	Reinemans - Credit from acct 94664	36211	09/23/2013	43.19	10/13
	2590	REINEMANS, INC.	REINEMANS WATER DEPT WELL #7	36419	09/26/2013	4.04	10/13
	2590	REINEMANS, INC.	REINEMANS WATER DEPT SUPPLIES	36628	09/29/2013	6.28	10/13
						46.31	*
Total 622-506230						46.31	
622-506310-000	CHEMICALS						
	2224	HAWKINS, INC	Tonkazorb 3%	3515597	09/17/2013	3,818.24	10/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 622-506310						3,818.24	
622-506510-000	MAINS, WATER BREAKS-SUPPLIES						
3730	DIGGERS HOTLINE, INC	Diggers Hotline Water		130 9 42701	09/30/2013	107.01	10/13
Total 622-506510						107.01	
622-509030-000	OFFICE SUPPLIES						
117	ALSCO	ALSCO WATER DEPT		IMIL729572	09/25/2013	27.47	10/13
117	ALSCO	ALSCO WATER DEPT		IMIL732067	10/02/2013	27.47	10/13
Total 622-509030						54.94 *	
622-509210-000	OFFICE SUPPLY						
2470	QUILL CORPORATION	QUILL CORP WATER OFFICE SUPPLI		5877111	09/24/2013	43.56	10/13
2470	QUILL CORPORATION	QUILL CORP WATER OFFICE SUPPLI		5877428	09/24/2013	220.73	10/13
Total 622-509210						264.29 *	
622-509230-000	OUTSIDE SERVICES						
7120	STARNET TECHNOLOGIES	Starnet - service work		12363	09/30/2013	2,873.28	10/13
Total 622-509230						2,873.28	
622-509330-000	TRANSPORTATION-SUPPLIES						
7335	GOODWRENCH QUICK LUBE	GOODWRENCH QUICK LUBE WATER		420614	10/10/2013	32.63	10/13
7335	GOODWRENCH QUICK LUBE	GOODWRENCH QUICK LUBE WATER		420617	10/10/2013	32.63	10/13
Total 622-509330						65.26 *	
622-509350-000	GENERAL PLANT-SUPPLIES						
117	ALSCO	ALSCO DPW - Water		IMIL729571	09/25/2013	40.16	10/13
Total 622-509350						40.16	
Total WATER UTILITY FUND						7,269.49	
623-575740-245	REPAIR, MAINTENANCE GROUNDS						
5880	F & W LANDSCAPE SPEC.	F & W LANDSCAPE AIRPORT CUTTIN		2782	10/01/2013	1,200.00	10/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 623-575740						1,200.00	
Total AIRPORT FUND						1,200.00	
Grand Total:						92,378.95	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Emp No	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	-00 Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amounts
100011135	DANIEL, MARVIN V	.00	.00	.00	152.44	62.00	140.00	354.44
100011260	SCHERRER, PATRICK J.	.00	.00	.00	256.50	78.00	.00	334.50
100041419	BARROWS, MATTHEW M.	.00	.00	.00	.00	40.00	.00	40.00
Grand Totals:	3 Employees	.00	.00	.00	408.94	180.00	140.00	728.94



CITY OF BURLINGTON

City Clerk

300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 10	Date: October 1, 2013
Submitted By: Diahnn Halbach, City Clerk	Subject: Licenses & Permits

APPROVALS

OPERATOR'S LICENSES RECOMMENDED FOR APPROVAL

Brian Keith Hinzpeter
Katharine Renee Gums
Valeri Ann Lapacek
Codi Marie Way
Tami Kathleen Kelly
Nicole Margaret Geddes
Kimberly Jean Linneman
Michaela Rose Peterson

SPECIAL EVENTS PERMIT

Organization:
Event:
Date of Event:
Time of Event:
Event Location:

Financial Remarks:

Applicants are charged a fee of which a portion funds the background checks performed by the Police Department. Business license fees are calculated on a case by case basis depending on the type of license applied for.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the October 1, 2013 Common Council meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 11

Date: October 15, 2013

Submitted By: Mayor Miller

Subject: Student Representative Appointments

Details:

The following are Student Representatives:

- A. Kindall Wincek-Harris (BHS) to be appointed to the Airport Commission, expires May 31, 2014
- B. Sam Joski (CCHS) to be appointed to the Common Council, expires May 31, 2014
- C. Alexa Aquire (BHS) to be appointed to the Common Council, expires May 31, 2014
- D. Tylee Frederick (BHS) to be appointed to the HPC, expires May 31, 2014
- E. Kalle Johnson (CCHS) to be appointed to the Library Board, expires May 31, 2014
- F. Shyanne Skinner (BHS) to be appointed to the Library Board, expires May 31, 2014
- G. Joe Nguyen (BHS) to be appointed to the Park Board, expires May 31, 2014
- H. Shan Gill (CCHS) to be appointed to the Plan Commission, expires May 31, 2014

Options & Alternatives:

The Council may elect to deny this request and ask the Mayor to seek different students for these boards.

Financial Remarks:

None.

Executive Action:

Staff recommends that the Council accept these appointments at the October 15, 2013 Common Council meeting.



CITY OF BURLINGTON

Police Department

224 E. Jefferson Street, Burlington, WI, 53105
(262) 342-1100 – (262) 763-5158 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 13A	Date: October 15, 2013
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4633(23) to consider amending the Revolving Loan Fund Loan Policy and Procedures Manual.

Details:

Please see the attached memorandum from Carolyn Engel, Business Finance Manager for the Racine County Economic Development Corporation regarding amending the Revolving Loan Fund Loan manual.

Options & Alternatives:

The Common Council could accept all of the revisions keep the current document or accept only some of the revisions.

Financial Remarks:

N/A

Executive Action:

This item was discussed at the October 1, 2013 Committee of the Whole meeting and is scheduled for the October 15, 2013 Common Council meeting for consideration.



MEMORANDUM

TO: Burlington City Council

FROM: Carolyn Engel, Business Finance Manager

DATE: October 1, 2013

RE: Changes Made to the City of Burlington Revolving Loan Fund Program Policies and Procedures Manual

The Request

The Racine County Economic Development Corporation (RCEDC) requests City Council's approval of updates made to the City of Burlington Policies and Procedures Manual (Manual) which regulates the City's Community Development Block Grant – Revolving Loan Fund (RLF) program. A redlined version of the updated Manual is attached for your reference.

Manual Updates

Below is a summary of the major changes which are proposed to be incorporated into the Manual. These changes are based upon recommendations of RCEDC staff as well as recommendations and requirements of the Wisconsin Economic Development Corporation (WEDC) and the Wisconsin Department of Administration (DOA) – Division of Housing. As of July 1, 2013, the DOA has replaced the WEDC in the administration of CDBG applications and contract management activities, including RLF's. The WEDC has approved the proposed Manual and they now require City of Burlington approval.

Page 5, Section 1.2 - Objectives

1.2.7- Objectives - Added: *"To encourage dairy producers to undertake capital improvement projects that will result in a significant increase in milk production."*

This objective has been added as part of the state's Milk Volume Production initiative (MVP).

Page 8, Section 2.3 - Records

2.3.5– Repayment-Monitoring Files – Added: *"The RCEDC will notify the loan recipient in writing of any payment deficiencies of the action that will be taken should the payment not be made. Should there be a late payment; the RCEDC will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the lender(s) of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal."*

2.3.6 – Loan File Review – Added: *“If appropriate, the Administrator will arrange for business assistance, including services available through the University of Wisconsin-Extension, Small Business Development Center (SBDC), the Service Corp of Retired Executives (SCORE), and other entities having an interest in serving the needs of businesses.”*

Page 9, Section 2.4 – Administration

Loan Processing Fee: Change: removed cap of \$2,000.

Loan Application and Legal Fees: Change: increased legal fees from \$800 to \$1,100.

Added: Under unusual circumstances, the RLF Administrator may waive part or all of the required funds. Added: Customer may be invoiced for legal and closing costs that exceed \$1,100.

Page 10, Section 3.2 – Eligible Applicants

3.2.5 and 3.2.6– Updated: *Non-discrimination language.*

Page 10-11, Section 3.3 – Eligible Activities

3.3.8 – Working Capital – Deleted: *“inventory and direct labor costs only.”* This deletion now makes working capital in general as eligible for RLF financing rather than being limited.

3.3.9 – Added: *“Purchase of dairy cows resulting in significant long-term increases in capacity to produce milk.”*

Page 11, Section 3.4 – Ineligible Activities

3.4.2 – Reimbursement for expenditures prior to loan approval – Added: *“Loan Applicants with reasonable justification for urgent expenditures may provide a Letter of Intent to the RLF Administrator to apply for RLF financing. Subsequent to the receipt of the letter of Intent, the loan applicant may make project expenditures. To remain eligible for RLF financing, the applicant must provide a complete loan application to the RLF Administrator within thirty (30) days of the Letter of Intent.”*

Page 13, Section 3.6.3 – Low and Moderate income (LMI) Benefits

New language was added regarding loan and moderate income (LMI) requirements to detail what is needed to comply with program requirements. The new language in the Manual details what jobs are considered made available to LMI individuals and describes how to meet the LMI requirements of the program. Specifically, new documentation (pages 28-29) is being required of loan recipients to demonstrate that at least 51% of interviewees for created employment positions are made available to LMI individuals.

Page 13, Section 3.6 – Program Requirements

3.6.4 – Updated: Penalty for failure to create or retain LMI jobs was simplified to \$500 per job where this requirement is not met unless otherwise waived by the RCEDC Loan Committee.

3.6.9- Added: *Non-discrimination language*

Page 15, Section 3.6.11 – Federal Anti-Piracy

Language was required to be added to address federal anti-pirating requirements under the Code of Federal Regulations (page 14), which does not allow funds to be used to relocate a business from one labor market area to another resulting in job loss from the existing area.

Page 16-17, Section 4.1 – Terms and Conditions

4.1.1 – Loan Amount – Updated: Removed maximum loan amount language making loan amounts “...subject to the availability of program funds and determined by the RCEDC Loan Committee.”

4.1.2 – Interest Rate – Updated: Removed minimum and maximum interest rates making rates “...determined by the RCEDC Loan Committee...”

4.1.4 – Period of Payment. Updated: Removed limitation on amortization periods retaining limit on loan terms based upon life of assets being financed.

4.1.7 – Collateral – Changed: Life insurance *will* be required to *may* be required.

Page 20-21, Section 6.1 – Loan Procedures

6.1.4 – Security – Added: “Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by The RCEDC attorney and executed at the time of the loan closing. The RCEDC attorney, or Administrator, shall record the instrument and place a copy in the project file to include: (a) Mortgage and/or security agreement. (b) UCC searches and filing. (c) Guarantee agreement. (d) Title insurance or Abstract. (e) Assignment of Life Insurance. (f) Casualty Insurance binder. (g) Personal guarantee. (h) Other documentation as may be appropriate.”

6.1.9 – Other Documentation – Added: “Other Documentation. As appropriate or necessary, the borrower may be asked to provide the following: (a) A Certificate of Status from the Department of Financial Institutions. (b) The Articles of Incorporation and By-Laws. (c) A Board Resolution to borrow funds and Secretary's certificate. (d) Current financial statements. (e) Evidence of having secured other funds necessary for the project. (f) An Environmental Assessment for real estate loans which may either be a Phase I, II, or III analysis, depending on the environmental condition of the site.”

Note: DOA may also request that all references to WEDC within the manual be changed to DOA in the final version.

Resolution No. 4633(23)
Introduced by: Committee of the Whole

**RESOLUTION AMENDING THE CITY OF BURLINGTON REVOLVING LOAN FUND
POLICY AND PROCEDURES MANUAL**

WHEREAS, the Racine County Economic Development Corporation (RCEDC) provides economic development assistance to the City of Burlington; and

WHEREAS, the City of Burlington Revolving Loan Fund (RLF) encourages economic development and the creation and retention of employment in the City of Burlington; and

WHEREAS, RCEDC desires to amend the rules and regulations of the program's guidelines through the City of Burlington's *Community Development Block Grant - Revolving Loan Program - Policies and Procedures Manual*.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Burlington that an amendment to the *Community Development Block Grant - Revolving Loan Program Policies and Procedures Manual* as prepared by RCEDC for the City of Burlington is hereby approved.

Introduced: October 1, 2013
Adopted:

Attest:

Robert Miller, Mayor

Diahnn Halbach, City Clerk

**CITY OF BURLINGTON
STATE OF WISCONSIN**

**REVOLVING LOAN FUND PROGRAM
POLICIES AND PROCEDURES MANUAL**

Prepared by the:

Racine County Economic Development Corporation
2320 Renaissance Boulevard
Sturtevant, Wisconsin 53177
October 2013

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FOREWORD

In 1991, the Wisconsin Department of Development (DOD) f/k/a the Wisconsin Department of Commerce and n/k/a Wisconsin Economic Development Corporation) awarded the City of Burlington a \$307,000 Wisconsin Development Fund (WDF) grant, of which \$300,000 was loaned to American Bin & Conveyor, Inc. for a business development project in the City. Subsequently, the City and the Company, entered into an agreement on February 27, 1991 that provided for the repayment of the business loan over a term of 10 years with a deferral of principal and interest payments for the first two years of the loan term. The loan term began on March 15, 1991, and the first loan payment was due on March 15, 1993. Repayments on the WDF loan, as well as repayments of future WDF loans, will be used to establish a low-interest revolving loan fund (RLF) that will be available to local businesses. The purpose of this plan is to set forth the criteria for future loan from the RLF.

SECTION 1. GENERAL PROVISIONS

1.1 PURPOSE

The purpose of the policies and procedures contained within this manual, hereafter referred to as the RLF Manual, is to present the criteria which governs the economic development activities assisted with funds made available through the City of Burlington's Revolving Loan Fund (RLF) program.

1.2 OBJECTIVES

Economic development activities assisted with funds made available through the RLF Program are intended to meet the following objectives:

- (1) To encourage the creation and retention of permanent jobs which provide a wage, appropriate to the skills and experience of the local labor force and that is competitive. A minimum of 51% of the jobs created shall be made available to low and moderate income persons. See section 3.6 (3) for requirement and definitions.
- (2) To encourage the leveraging of new private investment into the City of Burlington in the form of fixed asset investment, particularly in land and buildings, and manufacturing equipment.
- (3) To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
- (4) To implement the most recent Racine County Economic Development Plan goals and objectives.
- (5) To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- (6) To encourage the development and use of modern technology and create safe work environments.
- (7) To encourage dairy producers to undertake capital improvement projects that will result in a significant increase in milk production.

1.3 AMENDMENTS and MODIFICATIONS

The City of Burlington may from time to time amend the provisions imposed by the policies and procedures contained within the RLF manual and such amendments are subject to prior written approval by the Wisconsin Economic Development Corporation (WEDC), administrator of Wisconsin Community Development Block Grant (CDBG) Program that provides the funds used to capitalize the RLF.

SECTION 2. ADMINISTRATION

2.1 LOAN COMMITTEE

- (1) The City of Burlington accepts full responsibility for the appropriate administration of the RLF program. Funding decisions relative to RLF loans will be made by the City of Burlington City Council based upon a recommendation by the Racine County Economic Development Corporation (RCEDC) Loan Committee.
- (2) The City of Burlington has entered into an agreement with the RCEDC whereby the City designates RCEDC as its agent for the administration of the RLF program (RLF Administrator).
- (3) The RLF Administrator shall explain the RLF Program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for financing. The Administrator, where necessary and appropriate, shall counsel or guide loan applicants to other more appropriate technical and financial resources when the loan applicant has needs beyond those available from the RLF program.
- (4) The Administrator shall periodically review all financial statements and loan amortization schedules of RLF loan recipients, review and approve documentation of business expenditures financed with RLF proceeds, record RLF security instruments, maintain the RLF accounting records which shall be segregated from other community accounts, and report semi-annually on such forms at such times as required by WEDC regarding the use of the RLF funds.
- (5) The RCEDC Loan Committee shall function as the RLF Loan Review Committee which will consist of individual's representative of broad community interests, and having special expertise and knowledge of commercial lending and economic development processes. The Loan Review Committee shall have the authority to review, select and recommend loan applications to the City of Burlington governing body for final approval. The RCEDC Loan Committee shall also have the authority to make policy recommendations for the administration of the program. Periodic activity reports prepared by the RLF Administrator shall be provided to members of the City of Burlington's governing body.
- (6) The RCEDC attorney shall prepare all loan agreements, all promissory notes mortgage and other lien instruments, and counsel the City of Burlington on default matters. All attorney fees incurred shall be charged to the borrower. (See Section 2.4 Administration)
- (7) The RLF Administrator shall be responsible for the maintenance of all other records for the RLF, particularly those related to the expenditures of the RLF moneys for the program administration purposes.

2.2 MEETINGS

The RCEDC Loan Committee and Burlington's City Council meetings shall be held on an as-needed basis. Pursuant to Section 19.84, Wisconsin Statutes, all Burlington City Council members and the general public shall be given prior notice of each City Council meeting. A majority of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action. Official actions must have the support of the majority of the total Committee. Vacant positions on the Committee shall be counted in determining the total number of Committee members.

2.3 RECORDS

Written records of all program activities, including program meetings, loan applications, and related documents, shall be maintained in appropriate files. All files shall be maintained in a secure place with limited access by authorized personnel. The City of Burlington's legal counsel shall be consulted in regard to compliance with state and municipal open records laws.

The following files shall be established and maintained for each loan recipient:

- (1) Loan Application and Recommendation File: This file contains all application, business financial statements, personal financial statements, credit reports, business plan documents, a summary of the credit analysis, recommended actions for the application, and other supporting loan information submitted to the RCEDC, including all applicable correspondence, shall be placed in a permanent file. The minutes of the RCEDC Loan Committee summarizing the action taken on the loan request shall be maintained separately in the RCEDC archives.
- (2) Loan Closing File: Contains copies of all loan closing documents. All legal documents from the loan closing, including security instruments, the note and other applicable correspondence shall be placed in a locked; fireproof filing cabinet and located in the offices of RCEDC. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and servicing fees.
- (3) Loan Servicing File: Contains all records of subsequent activity related to the supervision and monitoring of the loan. This file will include:
 - 1) List of applicable loan covenants;
 - 2) Records of site visits conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project, highlighting any information that can help in rating the overall condition/risk of the loan;
 - 3) Certificates of insurance for builders risk, property-casualty, and life insurance, as applicable;
 - 4) Evidence of payment of real estate taxes, if applicable;
 - 5) Borrower financial statements as required by the loan covenants and annual grade comment sheet by the RLF Administrator;
 - 6) Documentation for job creation and retention;
 - 7) All written correspondence;
 - 8) Record of important telephone conversations; and
 - 9) Any other documents received that are deemed important in servicing the loan.
- (4) "Tickler" System: To ensure that loan repayments, financial information, the loan agreement, UCC updates, and other time sensitive documentation requirements are tracked and obtained as

required, the following information will be maintained in the Loan Servicing File, the Portfolio Status Report, and on the Servicing Spreadsheet.

- 1) Expiration dates for property, casualty and life insurance policies;
 - 2) Due dates for all financial statements;
 - 3) Expiration dates for UCC financing statements, the reminder to update being at least 45 days prior to the expiration of the UCC filing on hand;
 - 4) Scheduled dates of annual loan performance and covenant reviews;
 - 5) Dates for site visits;
 - 6) Due dates for property tax payments and dates by which the City of Burlington expects to hear from the borrower regarding confirmation of payment of taxes;
 - 7) Review dates for job monitoring, and
 - 8) Dates on which loans will be notified of scheduled changes in the loan repayment schedule per loan agreements.
- (5) Repayment Monitoring File: This file includes the loan amortization schedule, status of payments, and the outstanding balance of the loan. Observations suggesting concerns or problems shall be reported to the RCEDC Loan Committee and notations shall be placed in the tickler file to remind the RLF Administrator of the need to provide continued monitoring. Payments will be tracked via computer program.

The RCEDC will notify the loan recipient in writing of any payment deficiencies of the action that will be taken should the payment not be made. Should there be a late payment; the RCEDC will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the lender(s) of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal.

- (6) Loan Review: All loans are to be reviewed on an annual basis, and at such other times as may be deemed necessary by the RLF Administrator or the City of Burlington. The review shall follow receipt of the fiscal year-end financial statements, the year-end progress reports, and site visits. A report on the loan review shall be in the file and address the following: timeliness of monthly payments; condition of collateral securing the loan and status of security documents (i.e. mortgages, UCC filings); overall financial condition of the business; the presence of material liens or lawsuits; and violations of loan covenants and suggested corrective actions.

If the business is experiencing problems with any of the above criteria, the RLF Administrator is to work with the loan recipient to identify actions that are needed to correct the identified deficiencies, including possible restructuring of the loan to protect the City of Burlington's interest and meet the needs of the business. If appropriate, the Administrator will arrange for business assistance, including services available through the University of Wisconsin-Extension, Small Business Development Center (SBDC), the Service Corp of Retired Executives (SCORE), and other entities having an interest in serving the needs of businesses.

In the event the findings of the loan review suggest serious problems, particularly if the loan is at risk for default, RCEDC will work with the RCEDC attorney and the City of Burlington attorney in order to initiate steps necessary to protect the loan and to insure the maximum repayment of the balance due. Corrective actions may be achieved through restructuring or if necessary, foreclosure.

2.4 ADMINISTRATION

Reasonable administrative funds may be withdrawn from the RLF to cover personnel costs and other administrative expenses. Local funds may be used in situations when loan repayments are insufficient to cover administrative costs. Administrative expenses up to fifteen (15) percent of program income may be used for direct loan administrative costs. In addition to paying costs for RLF administration, these funds may be used for the following:

- (a) Legal costs.
- (b) Consulting fees for credit analysis, business plan reviews and technical assistance.
- (c) Office supplies, copying, typing, mailing, and related expense.
- (d) Training costs.

The City of Burlington may also require the following fees:

- (a) Loan Origination Fee: A fee of \$500 to be paid at the time the loan application is approved by the RCEDC Loan Committee and the City of Burlington.
- (b) Loan Processing Fee: An amount equal to 1.5% of the loan amount. This fee will be inclusive of the Loan Origination Fee. The loan processing fee will be waived on loans of \$5,000 or less.
- (c) Out-of Pocket Fees: All out-of pocket expenses related to determining the value of collateral and perfecting security interest of the City of Burlington's and other fees to cover charges directly related to either processing an application or servicing a loan, including but not limited to, appraisals, title reports, lien searches, credit reports, UCC filing fees and Register of Deeds fees. All fees collected go to the RLF. The accounting of the fee revenue placed in the RLF will include separate line items to track administrative expenses recovered.
- (d) Legal Fees: A fee \$1,100 for the preparation of the loan agreement, the note, all security agreements and related documents as required by the loan commitment. All fees collected go to the RLF. The accounting of the fee revenue placed in the RLF shall include separate line items to track administrative expenses recovered.

SECTION 3. ELIGIBILITY CONSIDERATIONS

3.1 ELIGIBLE AREA

The area served by the RLF program shall be the City of Burlington and its environs which shall include any area where economic activity shall directly impact the City and its residents.

3.2 ELIGIBLE APPLICANTS

- (1) Applicants shall be any business wishing to establish a new operation, expand an existing operation or construct a facility for lease to business(s) located in the Eligible Area and which will comply with the Program Requirements. (Section 3.6)
- (2) Applications may be submitted by the sole proprietor, managing member, managing partners, or Chief Executive Officer of any business wishing to establish a new operation or expand an existing operation within the Eligible Area.
- (3) No member of the Burlington City Council, the RCEDC Loan Committee, or any other official, employee, or agent of the City of Burlington who exercises decision-making functions or responsibilities in connection with the implementation of this program is eligible for financial assistance under this program. Former Burlington City Council members and RCEDC Loan Committee members are ineligible to apply for or receive loan or grant funds for a period of one year from the date of his/her services.
- (4) No program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
- (5) Applicants shall not be disqualified based age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin. In any employment or construction activity related to the use of business proceeds.
- (6) To abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti-Kickback" Act; and, all regulations pursuant to these Acts.

3.3 ELIGIBLE ACTIVITIES

Program loans shall be available to eligible applicants for the following activities:

- (1) The acquisition of land and buildings.
- (2) Machinery and equipment acquisition, furniture and fixtures.
- (3) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (4) Clearance, demolition, or the removal of structures or the rehabilitation and renovation of buildings, façade renovations and other such improvements.

- (5) Leasehold improvements, where the term of the RLF loan is equal to the lease period or five years, whichever is less.
- (6) Business acquisition through purchase of assets or stock, or rolling stock.
- (7) The payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
- (8) Working capital.
- (9) Purchase of dairy cows resulting in significant long-term increases in capacity to produce milk.
- (10) Training costs which are incurred to create or retain the jobs resulting from the RLF loan or which will create or retain jobs as a result of maintaining the competitiveness of the borrower.

3.4 INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

- (1) Refinancing or consolidating of existing debt.
- (2) Reimbursement for expenditures prior to loan approval. Loan Applicants with reasonable justification for urgent expenditures may provide a Letter of Intent to the RLF Administrator to apply for RLF financing. Subsequent to the receipt of the letter of Intent, the loan applicant may make project expenditures. To remain eligible for RLF financing, the applicant must provide a complete loan application to the RLF Administrator within thirty (30) days of the Letter of Intent.
- (3) Specialized equipment that is not essential to the business operation.
- (4) Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
- (5) Routine maintenance.
- (6) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are eligible.
- (7) Other activities that the RCEDC Loan Committee may identify during the administration of the program.

3.5 INELIGIBLE BUSINESSES

Program loans shall not be available for the following businesses:

- (1) Speculative investment companies.

- (2) Real estate investment companies.
- (3) Lending institutions.
- (4) Gambling operations.
- (5) Non-public recreation facilities.
- (6) Other businesses not serving the interests of the City of Burlington.

3.6 PROGRAM REQUIREMENTS

To be eligible for funding, a proposed project must meet all of the following minimum requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Loan Review Committee.
- (2) Cost Per Job Created. At least one (1) full-time permanent position or full-time equivalent must be created for every \$20,000 of program funds requested. For loans less than \$20,000, at least one (1) full-time permanent position or full-time equivalent (FTE) must be created. The jobs shall be created within a period of 24 months following the closing of the loan and shall be maintained for a minimum of 12 months.
- (3) Low and Moderate Income (LMI) Benefits. Each project must demonstrate that it meets the CDBG-ED national objective of benefiting low to moderate income persons as defined by CDBG regulations.

The project shall create jobs, at least 51% of the jobs will be held by or Made Available to LMI Persons.

“LMI Persons” means persons with household income less than eighty (80) percent of the median household income by family size in the County where the Project is located.

“Made Available to LMI Persons” means the Borrower will document that at least 51% LMI Persons were hired or Received First Consideration by interviewing at least 51% LMI Persons for created positions that do not require special skills or education beyond high school.

“Received First Consideration” means the Borrower must document and use a hiring practice that results in at least 51% LMI Persons interviewed for created positions and demonstrate that under usual circumstances this hiring practice will result in at least 51% LMI persons being hired. Part of the Borrower’s hiring practice must include the posting of available positions with the local Job Service Office or Workforce Development Boards.

The following documentation evidencing compliance must be collected: A listing of all job titles which were planned to be held by or made available to low to moderate income persons, a commitment to hire or make at least 51% of jobs available to low to moderate income persons, a written plan for how such persons were given first consideration for jobs including what hiring process was used, a list of the low to moderate income persons interviewed for particular positions, including the size and annual income of the person’s family prior to interviewing for the position.

- (4) Penalty for the Failure to Create or Retain Jobs. For each job that is not created during the specified time period as described above and for each position that is not made available to LMI individuals, the borrower will be charged a \$500 penalty unless otherwise waived by the RCEDC Loan Committee.
- (5) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
- (6) Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide the City of Burlington a project implementation schedule not exceeding 24 months for project completion and job creation, and maintain the positions created for 12 months.
- (7) Records. Loan recipients will maintain those records that are necessary for the City or its designated agent to determine if the performance of the business complies with the terms of the loan agreement. The records will include, but may not be limited to, purchase orders, invoices, records of the payments, canceled checks, and payroll records for new or retained employees that are a part of the Project. The City or its designated agent will have access to all records pertinent to the Project for the purposes of examination and transcription.
- (8) Compliance with Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes.
- (9) Nondiscrimination. Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the business loan funds. The recipient business will abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti-Kickback" Act; and, all regulations pursuant to these Acts.
- (10) Environmental Review. Recipient businesses will comply with all state and federal environmental regulations regarding the use of RLF loan funds, and the City will, when necessary, conduct an environmental review of the proposed project to determine compliance with these regulations.
- (11) Penalty for the Failure to Comply with reporting requirements or any other condition of the Loan Agreement. The RCEDC Loan Committee shall have the option to increase the interest rate on loans to Borrowers who do not comply with reporting requirements under the RLF loan program or any other condition of their loan agreement. Interest rates will be set at rates determined by the RCEDC Loan Committee, but generally Prime + 2%.
- (12) Federal Anti-Piracy. The borrower must certify that it does not have immediate plans to relocate jobs in violation of CDBG Anti-Piracy regulations. The following language will be included in all agreements with the borrower. "The Borrower certifies it is and will maintain compliance with CDBG Anti-Piracy regulations as stated in 24 CFR 570.482(h). Violation of this regulation will constitute an Event of Default."

SECTION 4. TERMS AND CONDITIONS

4.1 TERMS AND CONDITIONS

Loan terms and conditions shall be structured on need and ability to repay. Minimum standards shall include the following:

- (1) Loan Amount. Loan amounts are subject to the availability of program funds and to be determined by RCEDC Loan Committee.
- (2) Interest Rate. Interest rates shall be determined by the RCEDC Loan Committee and may be fixed or variable.
- (3) Terms for Loans. Loan terms should not exceed the useful life of the collateral.
 - (a) Working capital loans shall have a maximum term of seven years.
 - (b) Loans for machinery, equipment and fixtures shall have a maximum term of ten years.
 - (c) Real estate loans shall have a maximum term of 12 years which can be amortized on a 20-yr basis with the option of refinancing for an additional eight years.
- (4) Period of Payment. Terms may include longer amortization schedules with balloon payments. Amortization schedules shall be set up for monthly payments. At the option of the RCEDC Loan Committee, the RLF have a longer term than the term of the other private financing in the project, or longer than the life of the asset being financed.
- (5) Deferral of Payments. Payment of interest and/or principal may be deferred for up to one (1) year if merited in the loan application. Interest shall accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
- (6) Prepayment. Borrower may prepay the loan in full or in part at any time without a penalty.
- (7) Collateral. The City of Burlington will seek to have the best collateral position possible to ensure that RLF loans are adequately secured. The collateral requirements will be determined on an individual basis by the RCEDC Loan Committee and may include: mortgages and/or liens on land, buildings, machinery, equipment, accounts receivable, inventory or other assets of value owned by the borrower, principal owners, other co-borrowers or guarantors. The collateral position of the RLF may be subordinated to private sector financial institutions participating in the project, if approved by the Loan Committee and/or staff. Personal guarantees from the principals of the business may be required. In addition, life insurance coverage on the principal owner naming the City as an assignee, with a declining balance equal to the outstanding loan balance may be required.

- (8) Hazard Insurance. Business receiving loans secured by real estate and fixed assets will be required to obtain property-casualty insurance and have the City of Burlington listed as on the insurance policy. Proof of insurance with appropriate endorsement or coverage documents will be requested by the City prior to the closing of the loan.

SECTION 5. APPLICATION PROCEDURES

5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant shall discuss the program with the RLF Administrator. The Administrator shall assist the applicant, as is reasonably necessary, in completing the application. All financial information shall be kept in a secured place with limited access by authorized personnel only.

5.2 TIMING

Applications may be submitted at any time during the calendar year.

5.3 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed project to proceed. The Mayor and Administrator of the City of Burlington and the staff of the RCEDC will, on a semi-annual basis determine whether sufficient funds are available in the RLF to accept applications for new business loans. A minimum of \$50,000 must be available in the RLF in order for the City to accept new applications. Following a determination on the availability of funds, the City will determine the best methods for advertising the availability of the funds to the business community.

In the event that loan funds requested exceed available funds, the following criteria will be used to determine which businesses will be awarded the loan(s):

- (1) Eligibility of the applicants.
- (2) Eligibility of the project to be undertaken.
- (3) The extent to which private funds are to be leveraged.
- (4) The extent to which jobs are to be created, and the type jobs and wages.
- (5) The extent to which the loan can be secured.
- (6) Evidence of ability to repay the loan.
- (7) Size of the loan requested.
- (8) Timing of the proposed expenditures.
- (9) Completeness of application.

- (10) Other factors as deemed appropriate.

5.4 LOAN APPLICATION

Applicants shall submit an application using the form available from the RLF Program and that includes the following:

- (1) Project description of how the business plans to use the requested funds.
- (2) A business plan, if appropriate, that includes the history and description of the business and analysis of management ability.
- (3) Personal Financial Statement current within 90 days for each proprietor, partner member or stockholder with 20% or more ownership of the business, and, if different, each owner with 20% or more ownership of the alter-ego.
- (4) Resumes of the principals and any key personnel involved in the day-to-day management.
- (5) Balance sheet and income statement for the previous three years for the business. The RCEDC Loan Committee, on a case by case basis, may require that these be accountant prepared or may accept tax returns in lieu of financial statements.
- (6) A balance sheet and income statement dated within 90 days of the application. The RCEDC may also require an aging of the accounts receivable and accounts payable report.
- (7) Annualized projections, if appropriate, including both balance sheet and income statement for the first two years with a description of the assumptions attached. The RCEDC may require these statements be accountant prepared.
- (8) For a new business, a monthly cash flow analysis for the first 12 months of operation or three months beyond break even, (whichever is longer) together with a description of assumptions attached.
- (9) A schedule of debts which includes the original amount, date, monthly payment, interest rate, present balance, maturity, to whom payable and collateral.
- (10) The names of affiliated (through management control) or subsidiary businesses as well as the last two fiscal year-end financial statements and a current financial statement for each of these firms.
- (11) A copy of key cost documents related to the project such as real estate purchase agreements, contractor cost estimates, equipment costs, etc.
- (12) An accepted offer to purchase land and/or buildings or a pre-lease agreement.
- (13) If applicable, a copy of the existing or proposed lease agreement.*
- (14) An independent appraisal for construction projects on an "as completed basis" and otherwise as required.*

- (15) Environmental analysis, if applicable.*
- (16) A letter from the participating lender stating the terms and conditions of its participation and the reason why it will not finance the entire project.
- (17) A resolution from the Board of Directors of the borrower authorizing it to borrow or (if applicable) a Partnership Borrowing Agreement.*
- (18) If applicable, corporate documents, including but not limited to Articles of Incorporation, Corporate By-laws, etc.*

*These items may be provided following loan approval, but must be provided prior to loan closing. Loan Committee, at its discretion may waive any of the above requirements.

5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- (1) Preliminary Review. The RLF Administrator will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.6. If the application is not complete, the RLF Administrator will inform the applicant of the deficiencies.
- (2) Formal Review. The RCEDC Loan Committee will meet to review an application within 30 days of the receipt of a completed application or at some other predetermined schedule. Once the review is completed and the proposal is acceptable for funding, the RCEDC Loan Committee will forward the proposal to the City of Burlington City Council for final approval.
- (3) Negotiation of Terms. Upon the acceptance by the City of Burlington City Council, the Administrator will contact the business in writing to review and explain the terms of the loan.
- (4) Notice of Award. If the application is approved, a closing will be scheduled to execute the necessary loan documents.
- (5) Rejection of Award. If the application is not approved, the Administrator will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

SECTION 6. DISTRIBUTION OF FUNDS

6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

- (1) Notice of Award. The Loan Review Committee must have reviewed and approved a complete application for an eligible applicant.
- (2) Loan Agreement. The RCEDC attorney or designee, shall prepare a loan agreement which shall be executed by the Mayor of the City of Burlington and the Chief Executive Officer of

the business.

- (3) Promissory Note. A promissory note shall be prepared by RCEDC attorney and signed by the Borrower at the time of loan closing. The note must be dated; it must reference the agreement between the City of Burlington and the business; and it must specify the amount and terms of the loan funds delivered.
- (4) Security. Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by The RCEDC attorney and executed at the time of the loan closing. The RCEDC attorney, or Administrator shall record the instrument and place a copy in the project file to include:
 - (a) Mortgage and/or security agreement.
 - (b) UCC searches and filing.
 - (c) Guarantee agreement.
 - (d) Title insurance or Abstract.
 - (e) Assignment of Life Insurance.
 - (f) Casualty Insurance binder.
 - (g) Personal guarantee.
 - (h) Other documentation as may be appropriate.
- (5) Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the Administrator after the loan proceeds are fully disbursed. At that time, the repayment schedule shall be attached to both parties' copies of the agreement.
- (6) Evidence of Permits. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
- (7) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the Administrator. The RLF Administrator may opt to use a title company for disbursement of the loan funds.
- (8) Fixed Equipment. Equipment financed with program funds must have been purchased, delivered, and installed; the Administrator shall verify the installation of equipment. Disbursing RLF funds in installments may also be an option for equipment purchases where the vendor has down payment requirements.
- (9) Other Documentation. As appropriate or necessary, the borrower may be asked to provide the following:
 - (a) A Certificate of Status from the Department of Financial Institutions.

- (b) The Articles of Incorporation and By-Laws.
- (c) A Board Resolution to borrow funds and Secretary's certificate.
- (d) Current financial statements.
- (e) Evidence of having secured other funds necessary for the project.
- (f) An Environmental Assessment for real estate loans which may either be a Phase I, II, or III analysis, depending on the environmental condition of the site.

With the above documentation in place, the Administrator will schedule a loan closing. All documents will be executed before funds are disbursed and mortgages and UCC Statements shall be recorded with the Register of Deeds and/or Department of Financial Institutions.

SECTION 7. POST APPROVAL REQUIREMENTS

7.1 OBLIGATION OF LOAN RECIPIENT

In addition to the terms and conditions of the loan, all borrowers shall agree to comply with the following:

- (1) The creation or retention of the agreed upon number of jobs within 24 months of the date of the execution of the loan agreement with the City of Burlington, with the jobs maintained for at least 12 months.
- (2) Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the business loan funds. The loan recipient will abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti- Kickback" Act; and, all regulations pursuant to these Acts.
- (3) To use the loan money only to pay the cost of services and materials necessary to complete the project or activity for which the loan funds were awarded.
- (4) To permit inspections by persons authorized by the City of Burlington of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections, which include, but may not be limited to, contracts, materials, equipment, payrolls, and conditions of employment. Requests for inspection shall be complied with by the borrower.
- (5) To maintain records on the project as may be requested by the City of Burlington or the RLF Administration. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
- (6) To submit periodic progress reports to the Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
- (7) To maintain fire and extended coverage insurance on the project property required during the term of the loan. The City of Burlington shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- (8) To collect the attached self-certification forms from every applicant for each job created by CDBG funds.

SECTION 8. PERFORMANCE MONITORING

8.1 PRIVATE LEVERAGE COMMITMENTS

The Administrator shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and canceled checks.

8.2 HIRING OF NEW EMPLOYEES

The Administrator shall monitor the borrower's progress in meeting job creation or retention goals (Section 3.6(3)). Job creation must be documented using payroll records. Before and after-project payroll records will be provided by the borrower to document job creation. Failure of the business to provide the targeted number of jobs may be a condition for default or result in penalties (Section. 3.6(4)), unless the business can show it made a good faith effort to create the targeted number of jobs but did not succeed due to reasons beyond its control. In addition, to ensure compliance with the LMI requirements, employers must collect the attached self-certification forms from every applicant for each job created by CDBG funds.

8.3 DEFAULT

- 1) In addition to the grounds specified in the loan agreement, the following shall be considered default:
 - (a) Defaulting on other loans with private lenders.
 - (b) Cessation of operations or relocation of operations from the environs of the City of Burlington.
 - (c) Sale of the Business.
- 2) In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall, at City of Burlington's option, become immediately due and payable. To exercise this option, The City of Burlington or RCEDC's attorney shall prepare a written notice to the business. The notice shall specify the following.
 - (a) The default.
 - (b) The action required to cure the default.
 - (c) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
 - (d) Any penalties incurred as a result of the default.

SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING

9.1 RLF ACCOUNT

Repaid RLF loan funds shall be deposited into an interest bearing account at a financial institution insured by the Federal Deposit Insurance Corporation (FDIC) and may be re-loaned in a manner consistent with the policies of the RLF Manual. A separate accounting record for each loan shall be kept to account for all funds loaned (Section 10.2(b)). The RLF account shall be audited on an annual basis and the RLF Administrator shall report on such formats at such times as required by the WEDC regarding the use of program income

SECTION 10. LOAN SERVICING

10.1 MONITORING

The Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and the financial health of the business to ensure continued repayment of the loan. The monitoring will also ensure that all recordkeeping requirements are met, particularly in regard to job creation and expenditures of matching funds.

The Administrator will notify the loan recipient in writing of any payment deficiency and the action that will be taken should the payment not be made. Should there be a late payment; the Administrator will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the lender of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal.

A loan servicing file, repayment monitoring file and "tickler" file shall be established and maintained for each loan recipient to insure complete, accurate and timely information on the status of the loan. The files will include records of all payments, observations and comments of the RLF Administrator, all written correspondence, a record of important telephone conversations, a list of applicable loan covenants, certificates of insurance for builders risk, property-casualty, and life insurance, as applicable; and job creation and retention documentation including low and moderate income certifications forms. (Section 2.3)

10.2 RECORDKEEPING

In addition to the above, the RLF financial management records must be comprehensive and designed to provide the following information:

- (a) Revolving Loan Fund Obligation Journal: Records all deposits and disbursements to and from the RLF, including funds used for RLF administration.
- (b) RLF Loan Repayment Register: Records repayments made by each business which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF. Each register contains the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.
- (c) Revolving Loan Fund Status Report: Contains the business name, loan date, loan amount, terms, and date repayment begins.

Interviewee/Employee Self Certification Form

Employer: Enter Employer Name
Project Site: Enter Municipality (County: Enter County)
Contract ID: Enter Contract ID

Enter Business or UGLG Name is collecting the following information as a result of participating in the U.S. Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. CDBG is a federally-funded program administered jointly by the State and a participating unit of local government, in this case Enter UGLG.

To meet federal regulations, Enter Business or UGLG Name is required to collect statistical data on your family income, race/ethnicity, and employment status. This information is reported to HUD and eventually used by the U.S. Congress to measure the effectiveness of the CDBG program. Your name and personal information will be kept private, and your income, race and unemployment status information only shared with the federal government anonymously. **It is only through your cooperation that your community can benefit from this federal program.**

INSTRUCTIONS:

Please complete all information below. If you are applying for a job, please use your current information. If you are completing this form after accepting a position, please complete the form based on your family size and annual income directly before accepting your position. Note that "Family" means all related persons in your household.

Family Size: _____
Annual Gross Family Income: _____

Please indicate your race:

- ☐ White
- ☐ Black/African American
- ☐ Asian
- ☐ American Indian/Alaskan Native
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ Other/Multi

Please indicate your ethnicity:

- ☐ Hispanic or Latino
- ☐ Non Hispanic or Latino

Are you currently unemployed?

- ☐ Yes
- ☐ No

I certify that the information provided above is correct to the best of my knowledge.

_____/_____/_____
Printed Name **Signature** **Date**

EMPLOYER/LOCAL GOVERNMENT USE ONLY (ALL SECTIONS ARE MANDATORY)											
Position Details <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (FTE: _____) <input type="checkbox"/> Employer-Sponsored Healthcare Plan Offered											
Position Class <table border="0"><tr><td><input type="checkbox"/> Official/Manager</td><td><input type="checkbox"/> Professional</td><td><input type="checkbox"/> Office/Clerical</td></tr><tr><td><input type="checkbox"/> Sales</td><td><input type="checkbox"/> Technician</td><td><input type="checkbox"/> Craft Worker/Skilled</td></tr><tr><td><input type="checkbox"/> Operative/Semiskilled</td><td><input type="checkbox"/> Laborer/Unskilled</td><td><input type="checkbox"/> Service Worker</td></tr></table>			<input type="checkbox"/> Official/Manager	<input type="checkbox"/> Professional	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Sales	<input type="checkbox"/> Technician	<input type="checkbox"/> Craft Worker/Skilled	<input type="checkbox"/> Operative/Semiskilled	<input type="checkbox"/> Laborer/Unskilled	<input type="checkbox"/> Service Worker
<input type="checkbox"/> Official/Manager	<input type="checkbox"/> Professional	<input type="checkbox"/> Office/Clerical									
<input type="checkbox"/> Sales	<input type="checkbox"/> Technician	<input type="checkbox"/> Craft Worker/Skilled									
<input type="checkbox"/> Operative/Semiskilled	<input type="checkbox"/> Laborer/Unskilled	<input type="checkbox"/> Service Worker									
Applicant Income Categorization: Please indicate a hire decision, as well as the median family income group the applicant falls into based on Housing and Urban Development Section 8 incomes in your county, using the year in which the applicant was interviewed. Incomes for your area can be found at http://www.huduser.org/portal/datasets/il.html .											

Hire Decision	Applicant Income
<input type="checkbox"/> No Offer of Employment Made	<input type="checkbox"/> Non-Low/Moderate (>80% County Median Family Income)
<input type="checkbox"/> Position Offered to Applicant	<input type="checkbox"/> Moderate Income (<=80% County Median Family Income)
	<input type="checkbox"/> Low Income (<=50% County Median Family Income)
	<input type="checkbox"/> Very Low Income (<-30% County Median Family Income)



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105
(262) 342-1170 – (262) 342-1178 fax
www.burlington-wi.gov

Committee of the Whole Item Number: 13B	Date: October 15, 2013
Submitted By: Steve DeQuaker, Treasurer	Subject: Resolution 4635(25) to amend the 2013 Annual Budget.

Details:

Attached is a resolution regarding an amendment to the 2013 annual City Budget. This is an housekeeping matter that adjusts the budget closer to actual in compliance with state statutes. Staff has reviewed the budget for 2013 and has determined that additional appropriations are needed for certain expenditure accounts; Staff has also determined that certain expenditures and revenues originally anticipated during 2013 did not materialize. Staff wishes to maintain its budget based on expected financial results.

Options & Alternatives:

The Common Council could choose additional increases or decreases in the budget amounts, request additional changes to the budgeted amounts or deny the amendment.

Financial Remarks:

The amendment to the 2013 budget shows a net budgeted general fund expenditure decrease of \$168,000, with \$1,200 overall net reduction in revenue. It also shows a overall net revenue decrease of \$350,000 in water revenue and a \$773,000 reduction in wastewater revenue with reduction in expenses of \$90,000 in the water utility and \$88,500 in the sewer utility.

For the General Fund, the effect on the fund balance is a decrease from the budgeted amount of 25.1% to 23.8%. The main portion of this is the final 2012 Fund Balance which was 2% less than the original budget due to expected sales and revenue not materializing in 2012 as discussed during the Audit Presentation. The effect of the reduction in expenditures will increase the fund balance from its 2012 level by $\frac{3}{4}$ of a percent. The actual may end up slightly higher if Public Charges, Fines and Permit revenues increase beyond what is being anticipated. Additionally, the Building Inspection department has been coded to Administration for the last several years, but should be part of public safety. Those dollars are being removed from Administration budget.

For the Water and Sewer utilities, much of the revenue reduction is due to the Echo Lake not running at full capacity and citizen conservation, despite a dryer summer than normal. This factor combined with the end of some Industrial user contracts has reduced revenues. With third quarter billing being sent the first week in October, which is typically one of the lower billing months, we will see if revenues improve slightly.

The Fire Department Parking Lot, at the time the budget was prepared, was expected to be financed, but is now part of a combination of the 2013 Road Project and line item budgets.

Executive Action:

This item was discussed at the October 1, 2013 Committee of the Whole meeting and is scheduled for the October 15, 2013 Common Council meeting for consideration.

A RESOLUTION AMENDING THE 2013 BUDGET OF THE CITY OF BURLINGTON

WHEREAS, the City of Burlington has reviewed its budget for 2013 and has determined that additional appropriations and/or reductions in expenditures are needed for certain accounts; and

WHEREAS, the city has also determined that certain expenditures and revenues originally anticipated during 2013 did not materialize; and

WHEREAS, the city wishes to maintain it's budget based on expected financial results and in compliance with state statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin amends the 2013 budget to increase and decrease the appropriations and anticipated revenues as follows:

	Increase	Decrease
GENERAL FUND REVENUE	405,914	148,195
GENERAL FUND EXPENDITURE	590,238	760,405
 TOTAL WATER REVENUE		248,612
TOTAL WATER EXPENSE		158,834
 TOTAL WASTE WATER REVENUE		772,531
TOTAL WASTEWATER EXPENSE		97,650
 TOTAL OTHER EXPENDITURES		170,000
 TOTAL BUDGETED REVENUE CHANGES	405,914	1,339,338
TOTAL BUDGETED EXPENDITRE/EXPENSE CHANGES	590,238	1,016,889
 NET BUDGETED REVENUE CHANGE		933,424
NET BUDGETED TOTAL EXPENDITRE/EXPENSE CHANGE		426,651

Introduced: October 1, 2013
Adopted: October 15, 2013

Robert Miller, Mayor

Attest:

Diahn Halbach, City Clerk

GENERAL GOVERNMENT

GENERAL FUND

Line Item	Revenues				
	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Anticipated
Taxes	\$ 4,448,235	\$ 4,686,193	\$ 5,063,222	\$ 5,345,300	\$ 5,269,488
Intergovernmental Revenue	\$ 1,401,857	\$ 1,418,923	\$ 1,219,655	\$ 1,302,467	\$ 1,282,834
Licenses & Permits	\$ 330,264	\$ 283,705	\$ 321,130	\$ 291,366	\$ 307,000
Fines & Forfeitures	\$ 183,665	\$ 250,298	\$ 194,179	\$ 235,000	\$ 195,000
Public Charges for Services	\$ 47,431	\$ 53,072	\$ 54,267	\$ 51,732	\$ 56,450
Special Assessments	\$ 10,552	\$ 10,639	\$ 11,373	\$ 12,967	\$ 15,500
Property Sales & Recovery	\$ 13,686	\$ 39,092	\$ 22,360	\$ 190,000	\$ 314,110
Interest/ Investment Income	\$ 14,198	\$ 13,183	\$ 8,497	\$ 18,200	\$ 10,200
Other Miscellaneous Income (Less TID TRFR's)	\$ 7,563	\$ 9,959	\$ 15,073	\$ 70,850	\$ 66,100
Transfer in From TIF	\$ 430,000	\$ 430,000	\$ 100,000	\$ -	\$ -
Total Revenues	\$ 6,887,452	\$ 7,195,065	\$ 7,009,756	\$ 7,517,882	\$ 7,516,682
Alternative Revenue Sources	\$ 3,858,564	\$ -	\$ -	\$ -	\$ -
Total with Alternative Revenue	\$ 10,746,016	\$ 7,195,065	\$ 7,009,756	\$ 7,517,882	\$ 7,516,682
Line Item	Expenditures				
	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Anticipated
General Government Total	\$ 946,385	\$ 738,151	\$ 884,300	\$ 975,707	\$ 864,270
Salaries	\$ 375,999	\$ 365,557	\$ 372,396	\$ 397,925	\$ 298,661
Benefits	\$ 171,729	\$ 167,069	\$ 167,852	\$ 193,537	\$ 144,923
Operating Expenses	\$ 398,658	\$ 205,525	\$ 344,052	\$ 384,245	\$ 420,686
Public Safety Total	\$ 3,429,912	\$ 3,555,401	\$ 3,561,189	\$ 3,682,198	\$ 3,600,142
Salaries	\$ 2,007,038	\$ 1,991,141	\$ 2,006,888	\$ 2,058,245	\$ 2,056,459
Benefits	\$ 992,653	\$ 1,028,333	\$ 1,035,805	\$ 1,160,857	\$ 1,088,372
Operating Expenses	\$ 430,221	\$ 535,927	\$ 518,497	\$ 463,096	\$ 455,311
Public Works Total	\$ 2,318,614	\$ 1,996,859	\$ 1,990,849	\$ 2,523,862	\$ 1,963,658
Salaries	\$ 375,191	\$ 421,089	\$ 429,782	\$ 691,827	\$ 424,020
Benefits	\$ 226,475	\$ 217,517	\$ 246,858	\$ 395,639	\$ 258,143
Operating Expenses	\$ 1,716,948	\$ 1,904,575	\$ 1,314,209	\$ 1,436,396	\$ 1,281,495
Health & Human Services	\$ 94,820	\$ 80,160	\$ 72,779	\$ 88,208	\$ 81,500
Culture, Recreation & Education(Incl Parks)	\$ 3,434	\$ 549,814	\$ 590,287	\$ 3,500	\$ 587,238
Conservation & Development	\$ 145,886	\$ 169,803	\$ 313,158	\$ 186,571	\$ 193,071
Total Expenditures	\$ 6,939,051	\$ 7,090,188	\$ 7,412,562	\$ 7,460,046	\$ 7,289,879
SPECIAL OUTLAY & DEBT SERVICE					
Special Capital Fund (Memo Posting ONLY)	\$ 3,858,564	\$ 300,000		\$ -	
Total Expenditures with Special Outlay	\$ 10,797,615	\$ 7,090,188	\$ 7,412,562	\$ 7,460,046	\$ 7,289,879
Revenue Over (under) Expenditures	\$ (51,599)	\$ 104,877	\$ (402,806)	\$ 57,836	\$ 226,802
OTHER FINANCING SOURCES					
Operating Transfer In - Airport				\$ 15,000	\$ 15,000
Operating Transfer In - Self Insurance Fund	\$ -	\$ -	\$ -	\$ -	
Operating Transfer In - TIF 4 Excess Increment	\$ 49,622		\$ 219,831	\$ -	\$ -
Operating Transfer Out - Park Development		\$ (50,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)
Operating Transfer Out - Original Debt Service	\$ (264,151)	\$ (418,213)	\$ (428,459)	\$ (460,404)	\$ (238,000)
Operating Transfer Out - Library				\$ -	
Operating Transfer In - CDBG Loan Repay				\$ 20,000	\$ 39,675
Operating Transfer Out - Infrastructure(Street Proj)				\$ (17,840)	
Operating Transfer Out - Downtown Redevelop					
Fund Adjustments Needed to Balance Budget					
Special Outlay					
Operating Transfer Out - Façade Grants Fund				\$ -	
100-484831-Sale of Capital Assets	\$ 1,401	\$ 890	\$ 370,481	\$ 1,401	\$ 1,401
Subtotal	\$ (213,128)	\$ (467,323)	\$ 136,853	\$ (466,843)	\$ (206,924)
Net Change in Fund Balance	\$ (264,727)	\$ (362,446)	\$ (265,953)	\$ (409,007)	\$ 19,878
Fund Balance Begin 01/01	\$ 2,606,967	\$ 2,342,240	\$ 1,979,794	\$ 2,399,051	\$ 1,713,841
Revenue In	\$ 10,532,888	\$ 6,727,742	\$ 7,146,609	\$ 7,051,039	\$ 7,309,758
Expenditure Out	\$ (10,797,615)	\$ (7,090,188)	\$ (7,412,562)	\$ (7,460,046)	\$ (7,289,879)
Fund Balance End 12/31	\$ 2,342,240	\$ 1,979,794	\$ 1,713,841	\$ 1,990,044	\$ 1,733,719
Fund Balance as a Percent of Expenditures*	33.75%	27.92%	23.12%	26.68%	23.78%

ENTERPRISE FUNDS

WATER UTILITY OVERALL FINANCIAL

OPERATING REVENUES					
Line Item	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Anticipated
Charges for Sales & Services					
Water Utility Sales	1,446,359	2,183,538	2,332,569	2,549,200	2,300,900
Assessments & Contributions	51,580	2,346	321,115	13,392	13,500
(To) From Other Funds	-	(47,787)	(107,208)	(79,253)	(79,253)
Other Sales	6,408	6,937	12,009	12,420	12,000
TOTAL OPERATING REVENUE	1,504,347	2,145,035	2,558,486	2,495,759	2,247,147

OPERATING EXPENSES					
Line Item	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Anticipated
Operation & Maintenance	1,220,473	1,014,304	1,354,129	1,491,522	1,373,602
Depreciation	\$ 426,086	\$ 426,873	\$ 525,664	\$ 480,914	\$ 480,000
Taxes (Tax Equivalent)	\$ 350,931	\$ 386,113	\$ 451,999	\$ 431,000	\$ 391,000
Restricted Cash (Debt Service)	\$ 336,891	\$ 393,859	\$ 44,000	\$ 193,000	\$ 193,000
TOTAL EXPENSES	2,334,381	2,221,149	2,375,791	2,596,436	2,437,602

Revenue Over (UNDER) Expenses	\$(493,143)	\$ 317,745	\$ 226,694	\$ 92,323	\$ 2,545
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ENTERPRISE FUNDS

WASTE WATER UTILITY OVERALL FINANCIAL

OPERATING REVENUES					
Line Item	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Anticipated
Public Charges for Services	\$3,413,427	\$3,342,104	\$2,642,222	\$3,529,281	\$ 2,456,750
Miscellaneous Revenues	\$ 12,113	\$ 13,002	\$ 22,131	\$ 87,000	\$ 87,000
Other Funding Sources	\$ -	\$ 171,576	\$ 465,195	\$ -	\$ 300,000
TOTAL OPERATING REVENUE	\$ 3,425,540	\$ 3,526,682	\$ 3,129,548	\$ 3,616,281	\$ 2,843,750

OPERATING EXPENSES					
Line Item	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Anticipated
Wages & Benefits	\$ 788,202	\$ 777,924	\$ 813,690	\$ 806,892	\$ 862,744
Operation Expenses	\$ 2,260,862	\$ 2,035,248	\$ 1,910,668	\$ 1,722,114	\$ 1,507,112
Utilities	\$ 360,316	\$ 392,605	\$ 302,604	\$ 303,500	\$ 365,000
Transfer to Water Utility	\$ -	\$ 43,760	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 3,409,381	\$ 3,249,538	\$ 3,026,961	\$ 2,832,506	\$ 2,734,856

Revenue OVER (UNDER) Expenses	\$ 16,159	\$ 277,144	\$ 102,587	\$ 783,775	\$ 108,894
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CITY OF BURLINGTON

Department of Public Works

Street, Park, Water and Wastewater Departments
2200 S. Pine Street, Burlington, WI, 53105
(262) 539-3770 – (262) 539-3773 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 14A

Date: October 15, 2013

Submitted By: Craig Workman, Director of Public Works

Subject: Ordinance 1973(7) amending Ch. 259 of the Burlington Municipal Code entitled "Sewers."

Details:

Chapter 259 of the Burlington Municipal code establishes requirements for the various users of the City's wastewater collection and treatment systems. This code section also enables the City to comply with the provisions and discharge criteria required by Wisconsin Administrative Code. It is prudent to review and update this section of the Municipal Code on a regular basis to account for changes at the State level, improve the strength and enforceability of the code, simplify and clarify sections of the code that may be unclear, and account for changes in word usage or definition.

Options & Alternatives:

If Ch. 259 is unchanged, the current version of the code will remain in enforcement.

Financial Remarks:

Ch. 259 does not set fees or establish rates. Fees are set by the City according to the current fee schedule and sewer rates are adjusted based on the most recent rate study

Executive Action:

This item was discussed at the October 1, 2013 Committee of the Whole meeting and is scheduled for the October 15, 2013 Common Council meeting for consideration

**AN ORDINANCE AMENDING CERTAIN PORTIONS
OF CHAPTER 259, ENTITLED "SEWERS"**

The City Common Council of the City of Burlington, Wisconsin, do ordain as follows:

Section 1. The "Comment" section for each of the following ordinance amendments is for information only, and (i) is not part of the ordinance being adopted, and (ii) is not to be printed in the Code of Ordinances.

Section 2. The following definitions contained in Section 259-2, entitled "Definitions and word usage" are repealed, and are recreated as follows:

CITY'S PLANNING AREA – The area delineated in map form by the City's October 2005 Wastewater Facilities Plan, prepared by Applied Technologies, Inc. as the planning area of the City. The City's planning area may, as needed, be modified from time to time.

CUSTOMER SERVICE CHARGE – A fixed monthly or quarterly charge payable by all users of the system (except for Brown's Lake, licensed disposers, and any other entity/person that has a separate payment arrangement with the City) for certain administration costs and inflow/infiltration associated costs.

NORMAL DOMESTIC STRENGTH WASTEWATER – Wastewater with all of its organic concentrations no greater than the following specified values: BOD no greater than 175 mg/l, TSS no greater than 360 mg/l, and Total-P no greater than 4.0 mg/l. These concentration values may from time to time be modified by the City.

UTILITY MANAGER – The City's Director of Public Works, or his authorized agent.

WISCONSIN PLUMBING CODE – The State of Wisconsin Plumbing Code, as created and contained in the applicable provisions of the State of Wisconsin Administrative Code.

Section 3. Section 259-4(A) is repealed, and is recreated as follows:

§ 259-4. Public sewer connections.

A. Mandatory sewer connection.

- (1) Connection required. Each building usable for human habitation, occupancy, employment, recreation, or any other similar purpose that is located either adjacent to a sewer main or in a block through which the system extends shall connect, and shall remain connected, to the City's sewerage system within 180 days of written notice from the City, except as provided in Subsection A(2).
- (2) Exceptions permitted. If City sewer service is not available, a building may be served by a septic tank, provided that the building

connects to the City's sewerage system when sewer service does become available.

- (3) Notification to connect. If a building is subject to the connection requirement of Subsection A(1), the City shall serve on the owner of the building, personally or by certified mail, return receipt requested, a written notice of the need for the owner to connect the building, or cause the building to be connected, to the system. The notification shall specify the amount of any charge or fee to be paid by the owner, including the connection fee as required by § 259-5, and, if necessary, the type, size, and method of connection with the public sewer to ensure a properly designated and constructed connection.
- (4) Payment of fees. Within 180 days after receipt of the notice, the owner shall pay all applicable charges, including the connection fee, and cause the connection to be made at his own expense in conformity with the requirements prescribed by §§ 259-3C and D and 259-4C to E. If the charges and fees are not paid within 180 days after receipt of notice, such charges shall be assessed as a special tax lien against the property. If the owner is unable to pay the applicable charges and fees in one sum, the owner may request that these costs be paid in a maximum of five equal annual installments with an interest rate to be established by the City's Common Council, but not more than 10% per annum, with the unpaid balance to be a special tax lien against the property, pursuant to § 281.45, Wis. Stats.
- (5) Owner's failure to connect.
 - (a) If an owner fails to comply with the connection notice under Subsection A(3) within 180 days, the City may take such steps as are available under the law to have the connection made.
 - (b) If the City causes the connection to be made, the City shall serve on the owner, after the work is fully completed, a detailed statement of the items of cost for the connection, including reasonable actual attorneys' fees, administrative expenses, and any other appropriate charges or fees, including the connection fee required by § 259-5. The owner shall pay these costs within 30 days after receipt of the City's statement. If the owner fails to pay these costs within the permitted time period, the City may assess all of the costs as a special tax against the benefitted property, provided the owner has not filed a written option as permitted by Subsection A(5)(c).
 - (c) Within 30 days after the City's completion of the connection work, the owner may file a written option with the City Clerk stating that he cannot pay the outstanding installation costs, including any other applicable charge and the connection fee, in one sum and requesting that these costs and fees be levied in a maximum of five equal installments with an interest rate to be established by the City's Common Council, but not

more than 10% per annum from the date of completion of the work. Any unpaid balance shall become a special tax lien against the property in accordance with the authority of § 281.45, Wis. Stats.

- (a) 180 days is now allowed for connections and payment of fees, as opposed to the original 30-day time period.
- (b) The interest rate used for payments placed on the tax rolls will now be set by the Common Council (up to 10%), as opposed to the prior fixed rate of 10%.
- (c) Subsection 5(a) has been revised to simply refer to all of the legal remedies available to the City of there is a failure of compliance, and 5(b) has been amended to allow the City to collect actual reasonable attorneys' fees in an enforcement action.

Section 4. Section 259-6(B), pertaining to entry onto a sewer customer's property, is repealed, and recreated as follows:

- B. Entry prevented. In the event that a person prevents, obstructs, or hinders a City employee from entering the person's property or premises, or from performing any of the activities specified in above Subsection A, then the City may avail itself of any and all remedies available under the law to obtain such entry and/or perform such activities. This shall include, but not be limited to, the penalty provisions provided in § 259-29.

Section 5. Section 259-20(B), pertaining to the establishment of sewer service charges, is repealed, and recreated as follows:

- B. It shall be the policy of the City to establish sewer service charges in an amount sufficient to (i) pay for the costs of the operation and maintenance of the sewerage system (including contributions to a replacement fund), (ii) pay for the debt service (including debt service reserves and coverage requirements) of the financial obligations pertaining to the sewerage system, and (iii) establish a reserve fund for future projects and/or other expenses.

Section 6. Section 259-21(B)(1), pertaining to sewer use charges, is repealed, and recreated as follows:

- B. Sewer use charge.
 - (1) Establishment of charge. A sewer use charge will be hereby imposed upon all users of the sewer system. The charge will recover the component of total operation, maintenance, and capital costs of the sewerage system which relate to sewerage flow attributable to users of the system. The sewer use charge shall be based upon the cost of treating flow, BOD, suspended solids, Total-P, and septage at the strength of domestic wastewater. The sewer use charge shall consist of a volumetric charge in terms of dollars per hundred cubic feet.

Section 7. Section 259-22(B), pertaining to the computation of sewer charges, is repealed, and is recreated as follows:

- B. Computation of charges. The methodology for computation of the sewer service charges for the various customer classifications shall be as set forth in (i) the most recent sanitary sewer study approved by the City's Common Council, and/or (ii) as otherwise provided for in this ordinance or action of the City's Common Council.

Section 8. Section 259-28, entitled "Legal action", is repealed, and is recreated as follows:

§ 259-28. Legal action.

If any user discharges any pollutant, wastewater, or waste into the City's sewerage system contrary to the provisions of this chapter, federal or state pretreatment requirements, or any order of the City or permit issued by the City, or violates any other provision of this chapter, City order, City permit, or federal or state law or regulation, the City Attorney may, in addition to the procedures prescribed by §§ 259-24 and 259-25, commence an action for legal and/or equitable relief in the appropriate judicial forum. If initiated, this court action does not constitute any election of remedies by the City, and it may pursue any other remedies available to it at law or under this chapter.

Section 9. Section 259-29, entitled "Civil Penalties", is amended by adding the following phrase to the first sentence of that section, after the introductory phrase that reads, "Except as otherwise provided herein,":

and in addition to any other legal remedies that may be available to the City,

Section 10. Section 259-30, entitled "Liability to City for losses", is amended by adding the following language after the existing phrase "...liable to the City for any expense" in the first sentence:

(including, but not limited to, reasonable actual attorneys' fees, engineering fees, fees of any other consultants or experts, administrative costs, City employee and equipment costs, and any independent contractor costs)

Section 11. Section 259-10(B)(19), pertaining to discharge prohibitions and limitations, is amended by adding the following entries after the lead-in language of subparagraph (B)(19):

Ammonia	224(1) mg/l
Arsenic, Total	0.6 mg/l
Cyanide, Total	2.9 mg/l
Hexane extractable materials (this limit applies to results obtained using Method 1664, as established by 40 CFR 136)	300 mg/l

Section 12. Section 259-21(B)(2)(b)[1], pertaining to charges to industrial users, is deleted, and is recreated as follows:

[1] Measurement of flow. The volume of flow for computing sewer service charges

shall be based on the records of sewage meter readings maintained by the Industrial User or, if approved by the Utility Manager, based on the water consumption of the industrial user as shown in the records of the water meter readings maintained by the Burlington Water Utility, except as provided in Subsection B(2)(b)[2] and [3].

Section 13. Section 259-21(C)(1), pertaining to surcharges for industrial users, is amended as follows:

- a) That part of the formula which states "B-160" in the first surcharge entry is changed to "B-175".
- b) That part of the formula which states "S-170" in the second surcharge entry is changed to "S-360".
- c) That part of the formula which states "P-3.69" in the third surcharge entry is changed to "P-4".

Section 14. This ordinance shall take effect and be in full force after its passage and publication as required by law.

Introduced: October 1, 2013
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk